

Information on the New Registration Procedure and Safety Requirements for External Persons

Effective from: 1 October 2026

Dear Sir or Madam,

The safety of all persons on our premises, the physical security of our company site and compliance with statutory requirements are our highest priorities. This includes, in particular, protection against unauthorised access, acts of sabotage, attacks and other security-related disruptions to operations. For this reason, we have revised the registration procedure for external persons and redefined the applicable safety requirements governing access to our site.

The following rules take effect on 1 October 2026 and are binding on all external persons from that date.

Please forward this letter to all employees of your company and to any subcontractors engaged by you who visit or make deliveries to our site, such as lorry drivers, installers, service technicians or other visitors.

Please ensure that all employees and subcontractors deployed by you are informed of the following access, registration and safety rules before entering or commencing work on our premises. Compliance with these requirements is a prerequisite for smooth access to our site and makes an essential contribution to the safety of everyone present on the premises.

Mandatory Check-in and Check-out Procedure

The following rules apply to all external persons:

- Before entering the premises on foot or in a vehicle, every external person must check in personally at the gatehouse. This expressly applies to every additional person travelling in a vehicle.
- For this purpose, the vehicle must be parked before the entrance in the designated area for passenger cars or lorries, as applicable. All persons in the vehicle must get out, enter the gatehouse and check in individually in person.
- Registration must be completed using the terminal-based registration and access system provided there for external persons.
- Upon successful registration, proof of access will be issued. It must be carried throughout the entire stay on the premises. Persons making a delivery of any kind must be able to present the document issued to them at any time upon request. All other external persons must wear the issued access badge in a clearly visible manner throughout their stay.
- All external persons, except delivery drivers, will also receive a parking permit. It must be displayed clearly visibly inside the vehicle.
- **The premises may only be entered on foot or in a vehicle once the registration process has been completed in full.**

Sundwiger Messingwerk GmbH Member of the KME Group

P.O. Box 1651 58656 Hemer Hönnetalstraße 110 58675 Hemer GERMANY

T +49 2372 661-0 F +49 2372 661-259 sales-sundwig@sundwiger-mw.com www.sundwiger-mw.com www.kme.com

Registered office: Hemer Court of registration: Local Court of Iserlohn, HRB 9859 VAT ID No.: DE 334372439

Bank details: Commerzbank AG BIC: DRESDEFF445 IBAN: DE73 4458 0070 0704 5529 00

Managing Directors: Michele Manfredi (CEO), Kakha Avaliani

- So-called “tailgating”, meaning following another vehicle through an access barrier that is already open, is expressly prohibited.
- Upon completion of the work or visit, each person must check out in person. Persons making a delivery of any kind must check out with the Logistics Team. Deliveries to the foundry are exempt from this requirement and must be checked out directly at the foundry. All other persons must check out at the gatehouse.
- These rules also apply without restriction to persons who regularly visit or make deliveries to our site.

Personal Protective Equipment (PPE)

To protect everyone on our premises, the required personal protective equipment must be worn.

All external persons must comply with at least the following requirements:

Area / Situation	Required PPE / Requirement	Note
Entire premises	Safety footwear rated S1P or S3	This does not apply to persons entering office-only buildings or the gatehouse building exclusively.
Entire premises	Long trousers	This requirement applies to all external persons on the premises.
Entire premises	High-visibility vest or visitor vest	The high-visibility or visitor vest must be worn.
Production, warehouse and other operational buildings	Long-sleeved outer clothing	This does not apply to persons entering office-only buildings or the gatehouse building exclusively.
Production, warehouse and other operational buildings	Long, loose hair is not permitted	Long hair must be securely tied back before entering these areas.
Activities or areas involving particular risks	Suitable cut protection or other area-specific or activity-specific PPE	Local signage and the instructions issued by our employees must be observed.

Background to the New Rules

The new registration procedure is introduced in particular for the following purposes:

- ensuring corporate security and accident prevention, and protecting our employees, external persons and company assets;

Sundwiger Messingwerk GmbH **Member of the KME Group**

P.O. Box 1651 58656 Hemer Hönnetalstraße 110 58675 Hemer GERMANY

T +49 2372 661-0 F +49 2372 661-259 sales-sundwig@sundwiger-mw.com www.sundwiger-mw.com www.kme.com

Registered office: Hemer Court of registration: Local Court of Iserlohn, HRB 9859 VAT ID No.: DE 334372439

Bank details: Commerzbank AG BIC: DRESDEFF445 IBAN: DE73 4458 0070 0704 5529 00

Managing Directors: Michele Manfredi (CEO), Kakha Avaliani

- physically securing our premises, in particular to prevent unauthorised access and reduce risks arising from sabotage, attacks or other security-related disruptions;
- monitoring and ensuring the traceability of presence and access;
- conducting and documenting safety instructions;
- complying with statutory evidence, documentation and retention obligations;
- organising, carrying out and documenting the registration and access management of external persons; and
- managing contact persons and visiting times.

Data Protection:

The personal data required for these purposes are processed in particular to conduct and document safety instructions and to ensure the traceability of presence and access. Where statutory evidence, documentation or retention obligations apply, the data are also processed for compliance with legal obligations pursuant to Article 6(1)(c) of the General Data Protection Regulation (GDPR). The relevant obligations arise in particular from Section 8 of the German Occupational Safety and Health Act (Arbeitsschutzgesetz, ArbSchG) and Chapter 3.9 of DGUV Information 215-830.

Outlook: Simplified Registration for Recurring External Persons

We recognise that the new registration procedure requires additional time, particularly for persons making regular deliveries or other recurring external persons. We understand that our suppliers and business partners depend on efficient processes.

For this reason, we are already working on a simplified registration solution for recurring external persons. One planned option is the use of a personal identification code, which will significantly accelerate future registration without requiring the full registration process to be repeated on every visit.

Until this solution is introduced, we ask for your understanding and support in consistently complying with the rules described above.

Sundwiger Messingwerk GmbH **Member of the KME Group**

P.O. Box 1651 58656 Hemer Hönnetalstraße 110 58675 Hemer GERMANY
T +49 2372 661-0 F +49 2372 661-259 sales-sundwig@sundwiger-mw.com www.sundwiger-mw.com www.kme.com

Registered office: Hemer **Court of registration: Local Court of Iserlohn, HRB 9859** **VAT ID No.: DE 334372439**

Bank details: Commerzbank AG BIC: DRESDEFF445 IBAN: DE73 4458 0070 0704 5529 00
Managing Directors: Michele Manfredi (CEO), Kakha Avaliani

Binding Nature of the Rules

Important notice: Compliance with the access, registration and safety requirements described above is a prerequisite for admission to our premises.

If the rules described above are not complied with, we reserve the right to:

- refuse access to the premises;
- require persons or vehicles already on site to leave the premises; or
- suspend work or deliveries until the requirements have been duly fulfilled.

Any resulting waiting times, additional costs or production downtime shall be borne by the contracted company. We also reserve the right to charge the contracted company for any losses or consequential costs incurred by us.

Thank you for your understanding and support in implementing these measures. Together, we make an important contribution to the safety of everyone on our premises and to safe and orderly operations.

Should you have any questions, please contact your usual contact person at Sundwiger Messingwerk GmbH.

Yours faithfully,

Udo Bär

Plant Management

Sundwiger Messingwerk GmbH

Sundwiger Messingwerk GmbH Member of the KME Group

P.O. Box 1651 58656 Hemer Hönnetalstraße 110 58675 Hemer GERMANY

T +49 2372 661-0 F +49 2372 661-259 sales-sundwig@sundwiger-mw.com www.sundwiger-mw.com www.kme.com

Registered office: Hemer Court of registration: Local Court of Iserlohn, HRB 9859 VAT ID No.: DE 334372439

Bank details: Commerzbank AG BIC: DRESDEFF445 IBAN: DE73 4458 0070 0704 5529 00

Managing Directors: Michele Manfredi (CEO), Kakha Avaliani