

## Requirement profile for subcontractors

Kube & Kubenz Internationale Speditions- und Logistikgesellschaft mbH & Co. KG has been co-operating in the field of transport and logistics with the chemical industry for a long time. As required by our customers and because of our own ambitions we have implemented SQAS (Safety and Quality Assessment for Sustainability) in order to ensure that our transports are performed with regard to quality, safety, security, health and environment. Kube & Kubenz takes part in the Responsible Care program of Cefic and acts in accordance with their fundamentals. We embrace the implementation of Responsible Care with our service providers. Kube & Kubenz is a member of and complies with the Cefic Responsible Care Programme. We encourage our service providers to implement Responsible Care rules. In order to be our business partner, you have to comply with the following requirements:

1. All national and international regulations and laws must be observed (e.g. ADR (Accord européen relatif au transport international des marchandises Dangereuses par Route, also known as the European Agreement concerning the International Carriage of Dangerous Goods by Road), highway codes, Regulation (EEC) No. 3820/85 by the Council for the harmonisation of certain social regulations applying to road usage, weight limits). Special customer requirements must be fulfilled insofar as they do not violate existing laws. This also includes the choice of suitable drivers which fulfils specific customer requirements and adheres to legal regulations. You possess a corresponding operating licence (business registration, EU licence) for the activities you carry out.
2. To the extent that you transport hazardous materials, you will ensure that only drivers with valid ADR certificates and sufficient driving experience are employed. Your drivers must be regularly trained (defensive driving training, behaviour based safety programmes by ECTA/Cefic, annual ADR training). The drivers may join Kube & Kubenz trainings, or you train your drivers yourself in accordance with our specifications.
3. It is mandatory to carry out the statutory equipment inspections. If the dispatch department at Kube & Kubenz places special demands on the means of transport, you may not independently switch to a different means of transport.
4. Hoses must be checked annually. Please submit copies of the corresponding inspection certificates to us.
5. The vehicles you employ must be regularly serviced in accordance with SQAS requirements.
6. The dispatch department's routing instructions must be followed. Vehicles may only be parked on approved parking lots. Please observe the special regulations governing hazardous materials. Among other things, parking in residential areas is strictly prohibited!
7. The transport orders executed for Kube & Kubenz must be punctually collected and delivered in accordance with the instructions provided to you. Deviations from the instructions given have to be reported to the disposition immediately. Please contact our emergency telephone number (0049/700/4123 4123) if you or one of your drivers is the cause of an accident or customer complaint. We expect a written statement on these incidents. If one of your drivers is prohibited from entering works premises by one of our customers for good reason (e.g. violation of smoking bans), this driver may no longer be employed in the execution of transport orders for Kube & Kubenz. Near misses and unsafe loading and unloading points must be reported to us without the need for us to make any special request to do so. The dispatch department at Kube & Kubenz must be immediately notified if it is not possible to carry out orders for one of the above reasons.

8. Only SQAS-audited cleaning stations may be used.
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9. You provide your drivers with a driver's manual which corresponds in content to the requirements of the most recent SQAS questionnaire.
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10. It is not permitted to pass our orders on to other transport companies. It is also not permitted to pass on operational / order-related data to unauthorised persons.
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11. Your drivers must adhere to working, driving times and speed limitation. You will regularly check the tachograph charts. Kube & Kubenz is allowed to make spot checks in respect of compliance. You will instruct your drivers to always wear safety belts (this also applies to trips on works premises). Drivers are not permitted to use mobile telephones or other electronic devices while driving. Disciplinary measures will be initiated if the above instructions are not observed.
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12. The company possesses a policy statement on drugs and alcohol.
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13. All transport and – where appropriate – customs documents must be forwarded without further request to Kube & Kubenz or to the corresponding partners within the service chain. Interchange forms must be issued for container transports and enclosed with the transport documents.
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14. Drivers and vehicles must be provided with the legally required protective equipment. Drivers must check their vehicles before commencing their journeys and document these inspections. These inspections will also include checking the condition and completeness of personal protective equipment.
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15. If you transport dangerous goods, you have appointed a Dangerous Goods Officer who fulfills his duties in accordance with the provisions of ADR Chapter 1.8.3 and is trained accordingly.
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16. In the event that you transport hazardous materials: you will draw up a safety plan in accordance with ADR Chapter 1.10. This plan must fulfil the following minimum requirements:
- a) The vehicle must always be kept locked (even when the driver is sleeping in the cab). If one exists, the alarm system / immobilisation system must be activated when vehicles are parked.
  - b) Your drivers must regularly report in at predetermined times.
  - c) Drivers must immediately inform the dispatch department as soon as they become aware of irregularities (e.g. damaged seals).
  - d) You and your drivers undertake not to speak about knowledge of particularly hazardous materials acquired within the scope of your/their activities to third parties or to pass on information about the chosen route and product properties.
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17. You undertake to take out the following insurance cover:
- Motor liability insurance to the nationally highest possible cover
  - Liability insurance for damage to goods insofar as you carry out inner-German transports
  - CMR insurance insofar as you carry out international transports
  - Business liability insurance for at least EUR 2,500,000.00
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**18.** When necessary, we will audit your business premises / your transport equipment at site in order to be able to assess your performance capabilities in regard to safety and quality. If we carry out an audit, we will inform you of the result of the assessment and, where necessary, coordinate a programme of improvements with you. The implementation of any agreed actions will be regularly monitored.

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**19.** You have developed a mission of your company/CSR (Corporate Social Responsibility) procedure covering the following issues:

**a) Human rights**

You support and respect the UN Universal Declaration of Human Rights. UN guidelines relating to business and human rights, as well as national action plans applicable to individual regions constitute a point of reference for respecting human rights in a responsible way.

**b) Working standards**

You maintain statutory acts and regulations of individual countries, including those applicable to health and safety at work. You maintain the following principles and relevant key working standards of international labour regulations:

- freedom of association and right to take part in collective bargaining;
- fighting forced labour,
- fighting child labour,
- non-discrimination in employment and at work.

**c) Environmental protection**

You guarantee a responsible approach to environmental issues and, all the time, work on reducing environmental effects of your operations on water, soil and air. In addition, you use all efforts to create, popularise and implement environment-friendly technologies at your company for the purpose of effective management of natural resources.

**d) Ethical standards in business**

You maintain high ethical standards in business and object to all forms of corruption and bribery, including fraud and extortion. A point of reference for ethical standards in business is the UN Convention against Corruption.