



Notice of Service Provider on Safety and Environmental Protection

1. Purpose and Scope

- 1.1. This document describes the responsibilities of service providers, subcontractors and contracted service providers (hereinafter referred to as "service provider") with respect to health, environment and safety in providing outsourcing services for Carl Zeiss (Shanghai) Co., Ltd. (hereinafter referred to as "Zeiss").
- 1.2. All service providers that provide outsourcing services for Zeiss shall strictly follow these provisions without any violation.
- 1.3. This document shall be submitted to the service provider representative along with (inquiry) to control project risks.
- 1.4. This document is prepared by the Administrative Department and shall be executed by all departments accordingly.

2. Understanding and Commitment

- 2.1. The service provider shall understand the environmental and occupational health and safety requirements specified in this document. The service provider shall be liable for the environmental, occupational health and safety behaviors of their employees.
- 2.2. Before start of work, service provider representatives shall speak with relevant personnel of Zeiss to ensure that they understand and meet environmental, occupational health and safety requirements.
- 2.3. Senior management representatives of the service provider shall sign written materials stating that they have understood and are committed to meeting the environmental and occupational health and safety requirements described in this document (see annex), and return it to Zeiss together with the service contract for review by the Quality Department.

3. Environmental and Occupational Health and Safety Policy

People Oriented, Compliance with Laws and Regulations, Prevention First, Protection of the Environment, Full Participation, Continuous Improvement

People oriented: We shall adhere to the people-oriented principle, value life, care for the health and safety of our employees and their related parties, and always aim to keep all kinds of hazards under control by seeking the safety, reliability, harmony and unity of people, objects, systems, mechanisms and other elements in the production process. We shall be committed to systematic questioning and essential improvement, ultimately achieving intrinsic safety.

Compliance with laws and regulations: We shall strictly implement laws and regulations and other requirements of environmental and occupational health and safety to avoid illegal incidents.

Prevention first: We shall put prevention the first and integrate prevention with control. To solve environmental problems, we aim to prevent pollution rather than conducting end treatment, and we aim to prevent any damage rather than deal with it afterwards.

Protection of the environment: We shall enhance our awareness of environmental protection, protect and improve our working, living and ecological environments, prevent and control pollution and other public hazards, safeguard the health of our employees, and build a beautiful and harmonious working, living and ecological environment.

Full participation: We shall ask all of our employees to clearly understand their responsibilities and authorities, encourage our employees to actively participate in activities regarding environmental and occupational health and safety, and improve the safety awareness of all employees to promote the implementation of our occupational safety management.

Continuous improvement: We shall, by using the PDCA (Plan, Do, Check, Act) management methods, continuously improve our environmental and occupational health and safety management system as well as the overall performance of the environmental and occupational health and safety to enable our company to follow the path of sustainable development.



4. Work Authorization

The service provider management is required to provide the following certification to obtain authorization to provide services for Zeiss:

4.1. The service provider shall provide copies of the employment injury insurance to ensure that its employees have appropriate employment injury insurance and their insurance accounts are in a normal state, or provide account numbers of the employment injury insurance;

4.2. The service provider shall provide required qualification certificates and ensure that such certificates provided are valid, for example:

4.2.1. Enterprises engaged in outsourcing construction work must be qualified for construction work;

4.2.2. Enterprises engaged in elevator maintenance services must be qualified for professional contracting of elevator installation projects

4.2.3. Enterprises engaged in maintenance and service of fire-fighting facilities must be qualified as professional contractors of fire-fighting facility projects

4.2.4. Enterprises engaged in decoration must be qualified for contracting building decoration projects

4.2.5. Enterprises engaged in catering services must have catering service licenses;

4.2.6. Enterprises engaged in hoisting work must be qualified for professional contracting of special equipment hoisting or electromechanical installation projects.

4.2.7. Enterprises engaged in logistics services must have road transport business licenses.

4.3. The service provider shall also ensure that workers with special skills in special jobs have been trained and qualified in accordance with relevant regulations. Examples include:

4.3.1. Electricians;

4.3.2. Solderers;

4.3.3. Elevator maintenance workers;



4.3.4. Slings;

4.3.5. Vehicle and forklift drivers;

4.3.6. Plumbers.

4.4. The service provider shall also ensure that its employees are provided with required safety education to guarantee their safety while providing services for Zeiss. Minors under the age of 16 are not allowed to enter Zeiss premises for work.

4.5. When the service provider enters Zeiss premises to provide services, each employee must:

4.5.1. Provide safety training records and pass the assessment;

4.5.2. Be able to provide qualification and competence certificates. See Section 4.2 for details;

4.5.3. Sign in and register before the start of work during the project, always wear badges for the authorized service provider while working at Zeiss, and return the badges to the Zeiss front desk when leaving the service site.

4.6. The service provider understands that it is in all cases an independent contracting party, not an employee of Zeiss. The staff members of the service provider who have been designated to work at Zeiss will continue to be its employees during such an assignment period. The service provider shall monitor the conducts of such assigned staff members. The service provider shall pay relevant insurance premiums, taxes and other benefits for employees in accordance with applicable laws.

5. Health, Safety and Environmental Requirements

5.1. Employees of the service provider shall not cause any dangerous, illegal or offensive conducts, including but not limited to:

5.1.1. Violation of safety regulations or operating specifications, resulting in hazardous situations that threaten the safety of themselves, Zeiss employees or any third party.

5.1.2. No personnel designated for safety and health management.



5.1.3. Unnecessary distraction of any employee from work or doing something that is unrelated to work or hinders the work.

5.1.4. Failure to turn off all the switches of this project, or failure to put the tools and materials together in a designated place and mark them when the construction is completed or the daily work is finished, which may cause others to touch or use them by mistake.

5.1.5. Threats, intimidation, harassment, oppression or interference with employees of Zeiss or any third-party service provider.

5.1.6. Participation in or incitement of any fight.

5.1.7. Theft, misuse or deliberate damage to Zeiss property, tools or equipment.

5.1.8. Having or drinking alcoholic beverages or other prohibited items in the company.

5.1.9. Smoking inside and outside Zeiss(except for specific smoking locations).

5.1.10. Any other illegal conduct that violates safety regulations.

5.2. Personal Protective Equipment

When providing services to Zeiss, the service provider shall always wear personal protective equipment. The following minimum requirements shall be met:

5.2.1. Safety goggles in line with national standards

5.2.2. Safety shoes and boots in line with national standards

5.2.3. Hearing protection (earplugs or ear protectors)

5.2.4. All employees of the service provider are required to wear safety helmets when they are working at construction sites or when they are exposed to overhead hazards (e.g. small overhead spaces or working at dangerous heights).

5.2.5. Depending on the scope of work and the hazards, other personal protective equipment may be required. If laws and regulations require a higher level of personal protective equipment, the service provider shall comply with such higher requirements.

5.2.6. All personal protective equipment shall be provided by the service provider.



5.3. Rules for Dangerous Works

5.3.1. Hot work

- a. When hot work is required, it shall be handled in accordance with relevant provisions of hot work.
- b. Electric welding operators shall have a nationally approved electric welding work permit before conducting electric welding operations.
- c. Construction workers shall wear protective face shields and protective gloves as required, and wear protective masks if necessary.
- d. In the process of hot work, strict protection is required to prevent sparks produced during hot work from hurting others or damaging machines and equipment.
- e. For hot work at heights, in addition to meeting the relevant regulations for work at heights, the construction site shall be isolated with a warning sign, and there must be someone on the ground to guide people to avoid accidents. If there are any combustible materials on the ground, remove them or take measures to isolate them.
- f. Fire-fighting facilities are ready to use.
- g. Cutting and welding devices are in a good condition, and the steel cylinders to be used shall be properly secured.
- h. When using gas welding for hot work, acetylene generators shall be equipped with a safety device to prevent tempering. The distance between oxygen bottles and acetylene bottles shall not be less than 5 meters. Both of them shall be no less than 10 meters from the hot work site, and exposure to the sun is prohibited.
- i. Preventive work within 15 meters: Remove any flammable (combustible)



materials, or cover flammable (combustible) materials that cannot be moved with fireproof materials, or prepare fireproof materials for shielding to avoid sparks generated during the construction.

j. Work on the wall or ceiling: It shall be constructed of non-flammable materials. If it is flammable (combustible), it shall be covered or isolated.

5.3.2. Foundation pit work

A. The foundation pit refers to the space under the ground excavated for construction. Any work where workers may fall into a foundation pit is called foundation pit work.

B. During the construction, workers shall wear safety helmets, safety belts and other safety protective equipment and shall be monitored by the manufacturer or its safety personnel.

C. During the work, it is prohibited to pile up any debris around the foundation pit to prevent falling.

D. A warning sign of more than 1.2 meters high shall be set around the foundation pit.

E. Reasonably set up personnel access.

F. Unrelated persons from outside shall be prevented from entering the work area, and a proper sign shall be set up.

G. If necessary, cover plates and safety nets shall be installed, and signs shall be set up. Those with poor light in the warning area shall have additional lighting. Red warning lights shall be used at night.

H. After work, the work site shall be cleaned up and closed to prevent others from entering by mistake.

5.3.3. Hoisting work

A. Workers engaged in hoisting work must be trained and evaluated by relevant departments in China and hold a nationally approved hoisting work permit.

B. The hoist shall pass the inspection and be issued with a nationally



approved safety permit before it can be used.

C. The area on the ground below the hoisting work site shall be isolated to strictly restrict the access of irrelevant personnel.

D. Before the hoisting work, the sling, hook and other equipment of the

hoist shall be checked, and the hoisting work shall only be carried out after it is confirmed to be safe for use.

E. Hoisted objects shall not exceed the maximum load of the hoist.

F. Before the hoisting work, the construction plan shall be made, and the construction plan and safety precautions shall be explained in details.

G. Throughout the hoisting work, operators shall wear safety helmets and antisquashy shoes.

5.3.4. Electrical work

A. All electrical workers shall be trained and evaluated by a specialized agency in China and hold a nationally approved electrician certificate. B. Electrical workers shall wear insulated safety shoes.

C. During the work, all wires and equipment must be well insulated.

D. It is prohibited to place items or equipment within one meter from distribution boxes, transformers or other electrical equipment.

E. All wires and electrical equipment shall be considered energized. Do not touch wires, distribution boxes, transformers, or other electrical equipment.

F. It is prohibited to use electrical tools, wires or other equipment with defects. Use grounded or double safety tools, wires or other electrical equipment. Use grounded power sockets or wires in all construction work.

5.4. Reporting injuries, incidents and emergencies

5.4.1. The service provider shall immediately report to the designated Zeiss contact person or the engineer on duty;

5.4.2. Report injuries to service provider's supervisor and seek medical assistance if necessary.

5.4.3. When an employee of the service provider is injured, the service provider



may be required to participate in the incident investigation in accordance with Zeiss policies and procedures.

5.4.4. Zeiss shall not be liable for compensation of injured employees belonging to the service provider, unless such injury is caused by Zeiss' intentional or gross negligence.

5.5. Prevention of environmental pollution

When working for Zeiss, the service provider shall be responsible for environmental protection and pollution prevention, and dispose of all kinds of waste in a legal manner, especially waste that may have a significant impact on the environment. It includes but is not limited to: 5.5.1. All kinds of oil waste;

5.5.2. All kinds of waste containing chemicals;

5.5.3. Paint and its containers.

Zeiss shall not be liable for the consequences of environmental pollution caused by the service provider.

6. Miscellaneous

6.1. The service provider shall obtain permission from Zeiss before start of work.

6.2. The service provider shall not affect the normal production and work of Zeiss. Without permission, its employees shall not enter places unrelated to their work. The service provider shall be liable for compensation for personal injury and property damage caused to Zeiss or third parties during the performance of its services.

6.3. Insurance requirements

The service provider shall purchase and maintain a reasonable amount of third-party liability insurance appropriate to the services it provides. The service provider shall provide proof of third-party liability insurance within three working days after the request from Zeiss. If the service provider



fails to provide such proof, it will be regarded as a serious breach of contract obligations, and Zeiss reserves the right to terminate the contract.

Confirmation of Service Provider on Safety and Environmental Protection

To: Carl Zeiss (Shanghai) Co., Ltd. (hereinafter referred to as "Zeiss"):

Our company has read and understood the health, safety and environmental requirements of Zeiss, and is committed to complying with these requirements. Our company will ensure that our employees or secondary subcontractors will comply with the above health, safety and environmental requirements.

Every employee of our company must complete safety training before working for Zeiss

If our employees or secondary subcontractors fail to comply with these requirements, they may be required to stop working and leave the Zeiss site. Violation of these requirements will be considered as a breach of contract, and our company shall be liable for such violations. This confirmation shall take effect from the date of signing.

Name of Service Provider:

Signature of Authorized Representative:

Stamp of Service Provider:

Date: