

**GUIDELINES FOR EXTERNAL COMPANIES
„GENERAL INFORMATION“**

<i>Presence register / Work performance record</i>	<p>The work performance record must be signed by a person in charge at KKG at least once a week and upon completion of the work.</p> <p>KKG reserves the right to subject specific groups to use the timekeeping system.</p>
<i>Working time</i>	<p>The maximum weekly working time is 45 hours. Two hours overtime per day are allowed without authorisation, which results in a maximum weekly working time of 55 hours.</p> <p>In the event of exceptional workloads, working time may be extended for justified cases. However, an entire free Saturday must be granted every second week.</p> <p>In justified cases, Sunday work is possible every second Sunday, whereby a free day must be granted in the week before or after.</p> <p>Permits for overtime, night shifts, and Sunday work during the revision will be obtained by KKG.</p> <p>The agreed working hours must be adhered to. Two short breaks are included in these hours. Attendance beyond the agreed working hours will not be remunerated.</p>
<i>Foreign workers</i>	<p>The provisions of the Federal Law "Working and Wage Conditions for Employees posted to Switzerland" (RS 823.20) are to be strictly adhered to. Special attention is to be paid to the points listed in the accompanying measures on maintaining the minimum wage and the statutory working time.</p> <p>Official checks may be carried out by the authorities at any time. In the event of non-compliance, we reserve the right to impose sanctions on the errant company.</p> <p>The KKG Guidelines „WORK AND RESIDENCE PERMITS“ explains the registration procedure and how to obtain a work permit.</p>
<i>Office space, cloakrooms, and storage space during revision</i>	<p>Please inform us of your requirements when confirming the order by using the attached reservation form.</p>
<i>Entering and exiting the site with material</i>	<p>Clearly mark all equipment before entering the site and ensure that all material is kept in lockable containers (toolboxes etc.). KKG assumes no responsibility for loss of material.</p>
<i>ESD (electrostatic discharge)</i>	<p>Persons carrying out work on electronic equipment/components must follow ESD precautions. You will be equipped with ESD shoes and wrist strap.</p>
<i>Public holidays</i>	<p>On public holidays, work-free days, and outside normal working hours, the restricted area of the power plant may only be entered by persons whose names have been registered with the security guards. Requests are to be submitted in good time to the KKG contact person or to the work supervisor.</p>
<i>Scaffolding</i>	<p>Scaffolding for maintenance and revision work will be provided by KKG. Requirements are to be notified in good time together with the order confirmation.</p>
<i>Auxiliary materials</i>	<p>In both the radiological controlled area and the water steam circuit (turbine building), only the works' own lubricants, chemicals, sealing materials, cleaning agents etc. may be used. The use of chlorinated solvents (e.g. Trichloroethylene, Perchloroethylene etc.) is generally prohibited. In case of doubt, the KKG workshop supervisor or the C Department is to be consulted.</p>
<i>Personnel Leasing</i>	<p>For companies that have entered into a personnel leasing contract with us, we especially draw the attention to the provisions of the Federal Law on Employment Exchange and Personnel Leasing (RS 823.11). The Personnel leasing company is responsible for obtaining a permit if needed.</p>
<i>Medical service</i>	<p>Organized by KKG.</p>
<i>Radiation protection</i>	<p>Please read the attached green notice "Guidelines for external companies working in KKG's radiological controlled area".</p>
<i>Telephone connection</i>	<p>If you need a telephone connection, please notify us when confirming the order.</p>
<i>Transportation</i>	<p>Transportation of personnel and materials is the responsibility of the external company.</p>
<i>Accommodation</i>	<p>External companies are principally responsible for providing accommodation for their employees. However, KKG is willing to help in this matter. A list of possible accommodation during annual revision is available from KKG on request.</p>

- Leaving the workplace* The workplace must be left clean and tidy. If these instructions are not complied with, KKG reserves the right to charge the external company for any costs incurred.
- Insurance* Our revision insurance, which also includes damage to property in care, custody, and control, is made available to external companies year-round and provided free of charge. In the event of a claim, the external company responsible for the damage bears a maximum excess of Swiss Francs 10,000.--.
- The external company must have professional indemnity insurance cover of at least one million Swiss Francs.
- Catering facilities* Meals are available at the KKG staff restaurant (midday meal only, entering the restaurant in overalls is not permitted) and, during annual revision, in the KKG canteen set up especially for this purpose.
- Tools* Tools and protective equipment needed to execute the work is to be brought by the external company unless other arrangements have been made. Standard tools for use in the radiological controlled area will be provided by KKG.
- All machines, equipment, and auxiliary materials used, must be serviced and tested in compliance with legal requirements, and in accordance with the manufacturer's instructions.
- Access to the site* In order to simplify the administrative process and avoid unnecessary waiting time, part one of the enclosed access request is to be completed and submitted to KKG at least 14 days before commencing work.
- On initial admission to KKG, your employees will be given the necessary instructions together with the "guidelines", a brochure containing information for KKG employees.
- The precautions, instructions, and regulations set out in the "guidelines" are to be followed. Gross negligence or deliberate infringement will be penalised.**