

Site coordination

House rules

Content

1. general provisions	4
1.1 Principles	4
1.2 Scope	4
2 Access to the building	4
2.1 Access locations	4
2.2 Key/Badge	4
2.3 Access times	4
2.4 Access to workrooms	4
3 Reception visitors, external service personnel and external Comet employees as well as children under 15 years of age.	5
3.1 Reception	5
3.2 Visitor access	5
3.3 Access of external maintenance people, craftsmen, contractors	5
3.4 Registration of Comet employees from other locations	5
3.5 Youth protection regulation visitors under 15 years	6
4 Offices, production facilities, dressing rooms	6
4.1 Clean Desk	6
4.2 Cleaning the premises	6
4.3 Private small electronic devices	6
4.4 Plants	6
4.5 Music	6
4.6 Images	6
4.7 Meeting room	6
4.8 Corridors	7
4.9 Information walls	7
4.10 Wardrobe cabinets	7
4.11 Pause zones	7
4.12 Smoking	7
5 Area, parking lot, parking garage	7
5.1 Comet site	7
5.2 Video surveillance	7
5.3 Parking lot	8
5.4 Parking garage	8
5.5 Ban	8
5.6 Additional information about the parking garage	8
6 Behavior in the workplace	8
6.1 Private calls	8
6.2 Catering at the workplace	8
6.3 Alcohol and addictive substances in the workplace	8
6.4 Exceptions	9
6.5 Pets	9
6.6 Control when leaving the workplace	9

6.7	Office furniture, equipment, machinery	9
7	Security	9
7.1	Health prevention and accident prevention	9
7.2	Samaritan Service	9
7.3	Behavior in the event of special incidents	9
7.4	Emergency exits	10
7.5	Hazardous substances	10
8	Non-compliance with the regulations Sanctions	10
9	Enactment	10

1. general provisions

1.1 Principles

Comet AG considers mutual consideration and good cooperation as a prerequisite for satisfaction and success. The house rules contain rules that support this principle.

Comet AG reserves the right to adapt these house rules at any time.

1.2 Scope

The house rules apply to all employees (including temporary employees, craftsmen, external consultants, auditors, etc.) in Flamatt. They are binding and are handed out to all employees when they join the company. There are separate house rules for the tenants.

For better readability, only the masculine form is used.

2 Access to the building

2.1 Access locations

Only the official entrances at HER 10 and HER 12 or in the parking hall are to be used for access to the building. The doors at the ramp (goods receipt and goods issue) and the emergency exits may not be used as entrances or exits.

2.2 Key/Badge

Keys and the personal access badge are the property of Comet AG and may not be passed on to third parties (either internally or externally). Employees are liable in the event of misuse. Badges are managed by the reception. A loss is to be reported immediately to the reception. In the event of multiple losses, a contribution towards expenses of CHF 20.00 may be charged.

2.3 Access times

Access to the building is guaranteed at all times by the personal employee badge. Regular daily working hours are Monday through Saturday, 05:00 - 22:00, except for employees who have a contractual addendum covering shift work, on-call duty or short assignments.

Entering the building and the premises outside working hours and without performing work is prohibited.

The badge must be worn visibly / openly at all times.

2.4 Access to workrooms

For safety reasons, rooms with special protection regulations may only be entered by authorized persons. The general danger signs must be observed (e.g. Attention radiation, No access to construction sites, etc.).

3 Reception visitors, external service personnel and external Comet employees as well as children under 15 years of age.

3.1 Reception

The reception and switchboard are manned at the following times:

Monday to Thursday:

07:30 - 12: 00 / 12:45 - 17:00

Friday:

07:30 - 12: 00 / 12:45 - 16.00

3.2 Visitor access

Expected visitors are to be announced in advance to the reception by email, so that a visitor badge can be prefabricated. Each visitor signs in at the reception, is registered and receives a personal or a "VIP" badge. On the back of this badge are listed the essential rules of conduct during the visit.

The visitor will be met at the reception by the responsible contact person and must be accompanied through the premises and then seen off again at the reception.

The contact person is responsible for the visitor (security, photography, etc.).

3.3 Access of external maintenance people, craftsmen, contractors

Expected external contractors (e.g. tradesmen, external maintenance staff) must be notified in advance to reception by email.

They will receive a "service" badge. The essential rules of conduct during the visit are listed on the back of the badge. The client is responsible for ensuring that tradesmen or external maintenance personnel are only on the premises where they are required to work. At the end of the assignment, they will be dismissed by the client at reception.

A programmed Comet badge with restricted access can be issued for independent use over several days. The client is responsible for clarifying whether such a badge is necessary and that it is returned at the end of the assignment. The badge is issued by Facility Management. In the case of independent service and maintenance work, safety training must be provided by Facility Management prior to use. This must be documented in writing. The training is valid for two years.

3.4 Registration of Comet employees from other locations

Expected Comet employees from other locations are to be announced in advance to the reception via email so that a badge with access rights can be prepared. The responsible internal contact person is responsible for ensuring that external Comet employees are appropriately informed about the site-specific safety guidelines. If necessary, specific safety training courses are to be planned with the safety officer or the person responsible for the laboratory.

3.5 Youth protection regulation visitors under 15 years

Children and young people under the age of 15 can only visit Comet as part of educational activities and organized events such as the Future Day, taster days or on official company visits.

4 Offices, production facilities, dressing rooms

4.1 Clean Desk

In order to comply with the "open doors" policy, there are basically no lockable rooms within the building. Exceptions are offices, which must be lockable for data protection and security reasons.

Confidential business documents, items, etc. must be locked away in the evening, or when the office is unoccupied, in the cabinets or designated rooms.

4.2 Cleaning the premises

The floors are cleaned according to a special cleaning schedule. The cleaning of the own workplace is the task of each employee (incl. cleaning the desk, emptying the waste garbage can and the paper collector at the waste collection points). The employees are required to pay attention to order in accordance with Lean Management 5S.

4.3 Private small electronic devices

Private electrical devices such as chargers, radios, table fans which do not influence the operating process may be used. In principle, the devices must have a CE mark of conformity.

Devices that have a heat generator such as coffee machines, kettles, etc., are to be approved by the supervisor in consultation with the SIBE / Fire Protection SIBE.

Every year, the FM conducts the legally required small equipment test of electronic devices.

4.4 Plants

In-house plants are managed by an external company. Employees must take care of plants they bring with them themselves.

4.5 Music

Playing the radio and music is only permitted with the mutual agreement of the supervisor and the other employees in the same room. The volume is to be kept low.

4.6 Images

Pictures for the design of premises are hung by the facility management on request (by SAP or mail).

4.7 Meeting room

The meeting rooms can be reserved by each employee via Outlook. The infrastructure is looked after by Facility Management. The meeting chairperson is responsible for ensuring that a reserved room is left tidy and clean at the end of the meeting. Beverage cups, glasses, bottles, etc. are to be disposed of. Pens, flip charts and other supplies are to be returned to their original condition or put away. If it is found that material is missing or needs to be replaced, a report can be made to the reception. Please report information about defective IT infrastructure to IT support.

4.8 Corridors

Corridors shall not be used for filing or storage and shall be kept clear as escape routes at all times.

4.9 Information walls

Information walls are located on all floors and are maintained exclusively by the responsible persons. Notices must be posted with the date, author and duration of the posting and posted via the responsible persons.

4.10 Wardrobe cabinets

Lockable checkroom lockers are available for production employees. No liability is accepted for theft from lockers. All employees are responsible for their own personal belongings. Only fire damage is insured, cash is excluded.

For employees who do not work in production, Zipper coat lockers are available for free use on the corridors level 0 and level 2. Depending on availability, coat lockers can also be provided, but Facility Management reserves the right to withdraw the right of use at any time.

4.11 Pause zones

The following break zones are available to employees within the building:

Level 1: Cafeteria IXM HER 10, Planet HER 12 and Break Zone Parking East

Level 2: Cafeteria Plasma

Level 3: Staff restaurant

Level 4: Roof terrace

Anyone who is in the break areas must comply with the regulations regarding time recording, safety, cleanliness, etc. Attention must be paid to cleanliness, and appropriate disposal containers are available for disposal. Sustainable disposal by means of correct waste separation is important to us.

4.12 Smoking

Smoking is prohibited inside the building. The designated smoking zone is located on the roof terrace level 4 and break zone parking lot east & west.

Smoking is to be refrained from in front of the access points to the building. The ashtrays serve only as the last opportunity to properly dispose of smoking materials before entering.

5 Area, parking lot, parking garage

5.1 Comet site

The usual traffic regulations apply on the Comet site. Every employee is required to observe and obey the traffic signs. We expressly point out that turning left when exiting onto the main road is prohibited and that Comet accepts no responsibility in the event of buses or accidents.

5.2 Video surveillance

Emergency exits, access roads, parking lots and facilities relevant to operations on the Comet AG site are video-monitored. The implementation of video surveillance at the Flamatt site is stored in the Confluence.

5.3 Parking lot

The parking spaces are available to employees free of charge. Only marked parking spaces may be used. The driver of the vehicle is liable for any parking damage. There is no insurance through Comet AG. Allocated parking spaces for visitors must be kept free. External service staff may park on the east side of the building.

Specific parking spaces, which are available exclusively for our customers and visitors, are labeled. (customers, visitors, ambulance, service, tenants).

Vehicles on the yellow marked parking fields are not allowed to be moved between 21.00 and 07.00 by agreement with the municipality regarding night disturbance of residents.

5.4 Parking garage

It has a limited number of parking spaces in the parking garage, which are available to all employees. The allocated parking space for disabled persons and tenants must be kept free. Only the marked parking spaces may be used. Again, each vehicle driver is responsible for any parking damage.

Service Vehicles belonging to external employees are not entitled to park in the parking garage. Vehicles powered by gas (LPG Liquefied Petroleum Gas / GPL Gaz de Pétrole Liquéfié) are not allowed to enter the parking hall.

5.5 Ban

Neither the parking lot nor the parking garage may be used for private purposes, such as repair of private vehicles, parking of motor vehicles not used for a longer period of time or other objects.

Parking and handling of goods in the zones marked in yellow in front of the technical rooms is prohibited.

5.6 Additional information about the parking garage

The parking garage is equipped with a catch basin. In the event of an emergency, this serves to collect firefighting water and/or chemicals and prevent them from flowing into the sewage system.

6 Behavior in the workplace

6.1 Private calls

Private telephone calls (including those made on personal cell phones) should be kept to an absolute minimum and moved to breaks.

6.2 Catering at the workplace

For catering, the break areas in the building as well as on the roof are to be used.

6.3 Alcohol and addictive substances in the workplace

The performance of work under the influence of alcohol and other intoxicants as well as their consumption during working hours is prohibited.

As soon as there is a suspicion of incapacity to perform work, the company's medical officer may be called in.

6.4 Exceptions

If an event is initiated by Comet, alcohol may be served and consumed within reasonable limits. Those responsible for the event or supervisors are responsible for ensuring that no excessive consumption of alcohol takes place. Work may not be resumed after alcohol has been consumed.

6.5 Pets

Employees are prohibited from bringing pets to work.

6.6 Control when leaving the workplace

Employees are required to close windows and turn off lights when leaving the workplace. Electronic devices such as computers, monitors, printers and machines must be switched off.

6.7 Office furniture, equipment, machinery

Office furniture, equipment and machines are the property of Comet AG and must be treated with care.

7 Security

7.1 Health prevention and accident prevention

All employees are obliged to support the accident prevention measures, to follow instructions and safety regulations and to use protective devices correctly. In principle, the SUVA regulations apply.

Identified deficiencies regarding the risk of accidents must be reported immediately to a supervisor or the safety officer (SiBe).

In production, laboratories, workshops and technical rooms and during on-call operations, the wearing of a personal emergency call device in case of particular danger is mandatory when working alone.

7.2 Samaritan Service

A Samaritan room is available on level 0 for emergency medical assistance. In case of injuries, the Samaritan service is to be alerted according to the internal emergency number 9144.

7.3 Behavior in the event of special incidents

In case of special incidents, the Safety Officer (SiBe) or the reception must be informed immediately during office hours for coordination.

- Safety Officer +41 31 744 95 21
- Reception/ Trouble Shooting Facility Management +41 31 744 90 00

Procedure and behavior outside office hours

- Outside office hours, the Securitas operations center operates the emergency telephone. Securitas informs our emergency organization on.
- Contact emergency number **0 058 678 84 44**

Depending on the need, contact **directly** with **a phone** the public, competent bodies

Emergency numbers:

Police:	(0) 117
Fire department:	(0) 118
Paramedic:	(0) 144
Poisoning:	(0) 145

7.4 Emergency exits

The emergency exits are marked and equipped with exit controllers. They may only be used in an emergency.

7.5 Hazardous substances

Any introduction of hazardous substances into Comet AG is strictly prohibited. The Safety Officer for Chemistry and the Environment (ChemSiBe) must be consulted for clarifications and approvals.

8 Non-compliance with the regulations Sanctions

Violations of the house rules have disciplinary consequences. Depending on the extent of the violation, written warnings, dismissals or summary dismissals may be issued.

9 Enactment

These house rules come into force on 01 July 2025 and replace all previous rules.

Flamatt, Jun 2024

Comet AG



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