

## of Loading and Unloading

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Produktionsgesellschaft

Hygiene Oederan Produktionsgesellschaft mbH produces feminine hygiene products with a high standard of raw materials and finished products. To assure the quality of our products during transportation and to enable efficient logistics processes, we have issued General Terms and Conditions of Loading and Unloading.

The following conditions are mandatory for all deliveries and collections, unless otherwise agreed in writing.

If a subcontractor is commissioned with the transport of goods, these Terms and Conditions of Loading and Unloading shall be forwarded to it by the person responsible for awarding the contract.

**Vehicles are loaded only when both the hygienic requirements are met and the technical equipment fully meets the cargo securing regulations.**

1. Loading/unloading handling vehicles must meet the following requirements:
  - They must have a closed body or have the body closed with a tarpaulin.
  - The cargo floor must be swept clean, be intact (including the covers of coil hollows) and dry.
  - Both the body of the vehicles and the floors must be water-tight (no holes in the tarpaulin or side panels and no openings / holes in the cargo floor)
  - The cargo carrying area shall be kept free of any noticeable smells, animal pests, human and animal excrement.
  - The cargo carrying area shall be kept free of grease, oil and chemicals.
  - For vehicles with a tarpaulin body, **every** section shall have a side panel or 1 – 2 aluminium bracket(s) at the bottom + 3 side boards that are in perfect order (wood or aluminium)!
  - It must be ensured that the cargo floor can be raised up to a height of at least 1.0 m.
  - The interior height of the load carrying area as well as the height of the cargo opening must correspond with the height of the packaging units and must ensure smooth loading and unloading.
2. In general, goods shall be loaded and unloaded with the aid of fork-lifts via loading ramps. Therefore, vehicles shall be provided which have cargo floors that can be driven on by a forklift truck.
3. Due to structural conditions, lorries may only be loaded or unloaded from behind. Loading or unloading from the side is not possible.
4. Only in exceptional cases and for a fee, goods shall be loaded or unloaded using a pallet truck. Such cases shall be declared at least one working day prior to collection or delivery.
5. Goods to be delivered are to be placed so that they can be **directly** removed. Goods of third parties shall not be moved by staff of Hygiene Oederan to make the delivery accessible.
6. If in the event of freight collection, items of third parties are already placed on the lorry, these shall be arranged in such a way that goods can be loaded directly (without reloading).
7. If goods of Hygiene Oederan Produktionsgesellschaft mbH are to be transported together with goods of third parties, the freight forwarder shall ensure that there is no risk of contamination for the hygiene products.
8. Delivered CHEP and EURO pallets (including exchange pallets) must correspond at least to Class B according to the Quality Classification of Gütegemeinschaft Paletten e.V. Unless otherwise agreed, pallets which do not meet the requirements will not be swapped on our part.
9. Pallets are to fulfil the following criteria:
  - dry
  - clean
  - no mould growth
  - no missing components (boards, blocks or vats)
  - no unsound, rotten or weathered components
  - no jagged, partially fractured or broken boards
  - no noticeable smells
  - proper conditions of nails, no jagged nails.
10. Due to our internal hygiene guidelines, lorry drivers may only enter the loading area in case this is required for safe loading or unloading. During loading and unloading, carriers may stay in the waiting room next to the respective gate. All formal paperwork (shipping documents) required will be handled there as well.
11. Loading activities shall be carried out by staff of Hygiene Oederan using equipment of Hygiene Oederan. Load securing devices shall be provided by the freight forwarder. The driver of the vehicle shall check if the load is adequately and properly secured (see also item 12). The vehicle driver should have appropriate aids at their disposal (e.g. a ladder) for inspecting the outer part of the cargo.
12. Vehicle drivers may not park / spend the night on the factory premises, nor are they allowed to access the production area.
13. The instructions of the staff of Hygiene Oederan shall be complied with at any time. Smoking is prohibited on the company premises. Please contact the staff of Hygiene Oederan if you want to use the toilet.
14. Lorries must drive up to the loading dock. To enable this, dropped down board walls shall be slid below the loading dock, if required.

### Office hours:

Monday to Thursday: 8:00 a.m. – 4:00 p.m.

Friday: 8:00 a.m. – 1:30 p.m.

5. Lorries must drive up to the loading dock. To enable this, dropped down board walls shall be slid below the loading dock, if required.
6. Our hours for loading and unloading are as follows:

Monday to Friday: 6 a.m. - 6 p.m.

Loading and unloading outside of these time frames shall be permitted in exceptional cases only and is to be declared in advance.