



[8.0.A]

[Occupational Health & Safety Management System at the Fraport Group (AMS/OHSMS)]

A holistic and integrated occupational and health protection is an essential element of our overall entrepreneurial responsibility at the Fraport Group and within the individual Group companies at the various locations.

Ensuring compliance of organizational structures and workflows as well as the common framework conditions with the requirements of occupational health and safety helps contribute to successful business processes, while promoting motivation, work satisfaction and identification of our workforce within the Fraport Group of companies.

For the Fraport Group, the policy formulated on health and safety at work and the corresponding guidelines constitute a common ground on which a holistic occupational and health protection rest. These are specified in "Ten Occupational Safety and Health Protection Principles". These principles for safe working are the platform for constructive cooperation in the company.

This management system manual contains the common code and the principles outlined for cooperation in the sphere of occupational safety and health for the companies that are part of the Fraport Group. For the Group companies located in Germany, this manual serves as a guideline; the international companies are invited to take it as an orientation framework to comply with their own occupational safety and health principles. There remains sufficient scope for action when required due to local practices. This freedom of action will be outlined by the Group companies themselves in addition to the premises described in this code.

Sgd. on behalf of the Fraport Group Executive Board

M. Mueller

Sheet

[8 *Guideline*]

[8.0A *Guideline*]

Version

Version	Date	Comment	Author
1.0		Creation	Fraport AG, VA4 Fischer/Schneider
1,0	01.12.2017	approved	Fraport AG, VA4 Fischer/Schneider

Status	Veröffentlichen in:
<input type="checkbox"/> Entwurf	<input checked="" type="checkbox"/> Skynet
<input checked="" type="checkbox"/> Freigegeben	<input checked="" type="checkbox"/> GalaxyNet
	<input type="checkbox"/> Internet
Veröffentlichung im GalaxyNet bzw. Internet kann nur bei Vorliegen der Richtlinie in Deutsch und Englisch erfolgen.	

Table of Contents

Section	Contents of	Sheet
0	Title Page	1
	Version	2
	Table of Contents	3
1.	<i>Occupational Health & Safety Management System at the Fraport Group</i>	5
1.1	Principles	5
1.2	Integration of the AMS/OHSMS into the Management System Structure of the Fraport Group	5
2.	<i>Scope of the AMS/OHSMS</i>	5
2.1	Fraport AG and Fully Consolidated Group Companies at Frankfurt Airport [FRA] and in Germany	5
2.2	Joint Ventures and Minority-Owned Subsidiaries of the Fraport Group..	5
2.3	Fully Consolidated Fraport Group Companies Outside of Germany	6
3.	<i>Health and Safety Policy, Principles and Goals within the Fraport Group</i>	6
3.1	Principles in the Area of Health and Safety at Work	6
3.2	Goals and Preventive Measures in the Field of Occupational Health and Safety	7
3.2.1	Priority for the Supervision of Occupational Health and Safety Concerns by in-house Specialists.....	7
3.3	Roles, Functions and Responsibilities	7
3.3.1	Responsibility of the Management for occupational health and safety at Group Level.....	7
3.3.2	Responsibility of the Management for occupational Health and Safety at Company Level.....	7
	For the purpose of Group reporting and the pursuing of work safety goals, each responsible person shall comply with the reporting criteria laid down by the Chief Safety Engineers in Annex 9.4.8. This requirement shall be binding for all companies internationally.	8
3.3.3	Further Duties and Responsibilities in the AMS/OHSMS	8
3.3.4	Committees in the AMS/OHSMS	8
3.3.5	Cooperation and Exchange of Experience of the Occupational Health and Safety Experts/Contact Persons	9
4.	<i>Planning</i>	9
4.1	Internationally Recognized Occupational Health and Safety Measures ...	9
4.2	Planning of Changes	10
4.3	Documentation in AMS/OHSMS	10
5.	<i>Support</i>	10
5.1	Resources	10
5.1.1	Know-How of the Organization.....	10

5.2	Competence in Health and Safety	10
5.3	Awareness.....	11
5.4	Communication	11
5.5	Control of Resources on Group Level	11
6.	<i>Operations</i>.....	11
6.1	Operational Management in the Light of Aspects related to Health and Safety	11
6.2	Third-Party Products and Services Provided.....	11
6.3	Development of Services and Products	12
7.	<i>Performance Evaluations</i>	12
7.1	Key Figures for Occupational Health and Safety	12
7.2	Key Figures for Occupational Health and Safety	12
7.3	Occupational Health and Safety Reviews.....	12
8.	<i>Improvements</i>	12
9.	<i>Appendix</i>	13
9.1	Glossary	13
AMS	Occupational Safety Management System (German term)	13
OHSMS	Occupational Health and Safety Management System.....	13
OSB	Occupational Safety Board.....	13
KASA	Group Health and Safety Committee	13
(S)TOP	(Substitution) technical, organizational, individual	13
MSD	Management System Documentation	13
MSH	Management System Manual.....	13
ASIG	German Industrial Safety Act	13
SiFa	Occupational Safety Expert.....	13
MAS	Medical Airport Service GmbH.....	13
bPn	Designated persons.....	13
9.2	Support through (Group) internal Occupational Health and Safety Experts	13
9.2.1	Cooperation of the Occupational Safety Experts and the responsible Contact Partners for Occupational Health and Safety Issues	13
9.2.1.1	Expanded Cooperation/Exchange of Experience of the Occupational Safety Experts in a Sub-Board at Frankfurt Airport	14
9.3	Duties, Rights and Obligations of the Chief Safety Engineer of the Fraport Group	14
9.4	Measures in Accordance with International Requirements.....	15
9.4.1	Hazard Assessments.....	15
9.4.2	Procurement and Use of Operating Materials as well as Provision of Infrastructure Facilities	16
9.4.3	Accidents at Work.....	16
9.4.4	Training Courses and Instructions for Occupational Health and Safety	16
9.4.5	Inspections	16
9.4.6	Audits.....	16
9.4.7	Occupational Safety Objectives	17
9.4.8	Reporting	17

1. Occupational Health & Safety Management System at the Fraport Group

1.1 Principles

The **Occupational Health and Safety Management System** (in short: **AMS/OHSMS**) outlines the organization, the tasks and responsibilities for occupational safety within the Fraport Group. It supports the goal to ensure an identical protection for all employees and to create legal certainty for the management. The persons responsible are called upon to implement on-site any local legal health and safety laws on the basis of the general regulations imposed by the Fraport Group.

1.2 Integration of the AMS/OHSMS into the Management System Structure of the Fraport Group

The AMS/OHSMS, summarized in the management system manual 8.0.A, (“A” stands for “Arbeitsschutz”, i.e. occupational safety) of the Fraport Group, refers to the principles of the management systems in the Group as described in the management system documentation 8.0 and focuses on the systemic details of an occupational health and safety management system, based on the ISO 45001 Standard (formerly OHSAS 18001). Alignment with the ISO 45001 Standard, does, however, not necessarily equal a certification.

Whether or not a certification according to ISO 45001 should be made, shall be decided by the individual Group companies. Even in such a case, the Management System Manual 8.0.A (MSH 8.0.A) shall be regarded as a superordinate framework (internationally as an orientation guideline, a binding document for German-based companies) for an Occupational Health and Safety Management System, and an additional corporate manual shall be required outlining the standard specifications to be complied with on-site.

2. Scope of the AMS/OHSMS

The general framework laid down in the Management System Manual MSH 8.0.A shall refer to the Fraport Group.

2.1 Fraport AG and Fully Consolidated Group Companies at Frankfurt Airport [FRA] and in Germany

The specifications contained in the MSH 8.0.A shall apply to Fraport AG and to the fully consolidated Group companies based at Frankfurt Airport and in Germany once the corresponding board resolutions (by shareholders/management) have been adopted.

2.2 Joint Ventures and Minority-Owned Subsidiaries of the Fraport Group

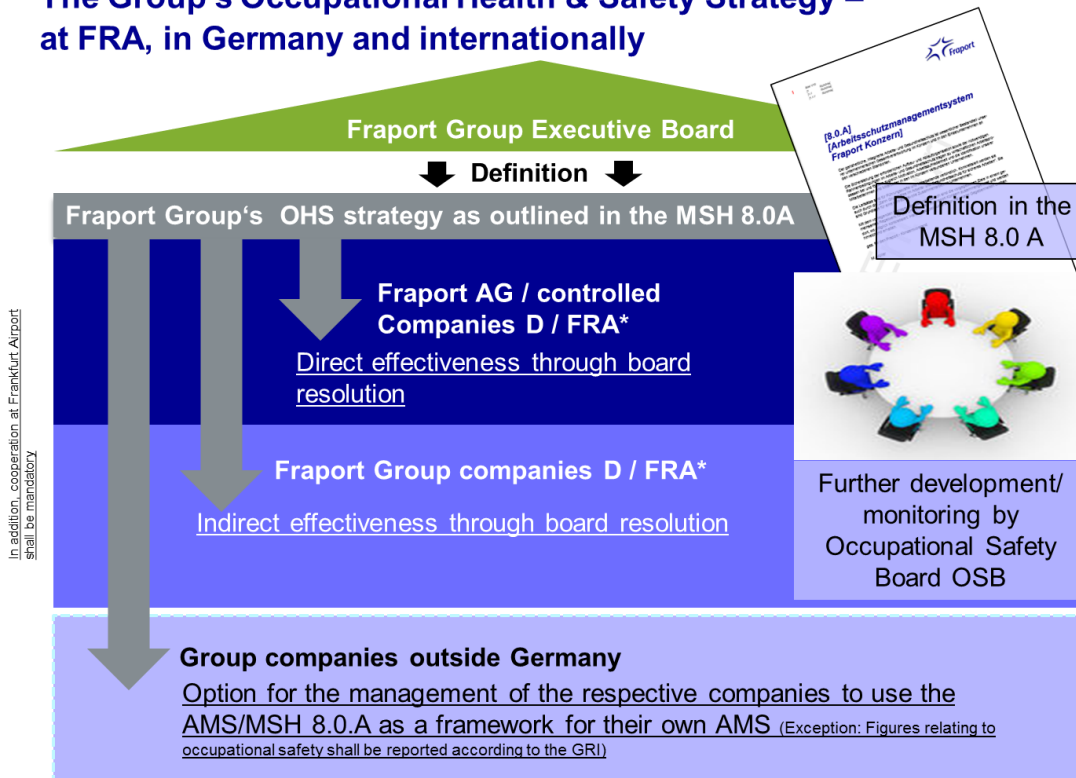
An individual declaration of consent by the managing direction responsible shall be necessary for joint ventures or minority-owned subsidiaries.

2.3 Fully Consolidated Fraport Group Companies Outside of Germany

For fully consolidated Group companies outside of Germany, the Management System Manual MSH 8.0.A shall serve as an orientation aid and may become a mandatory regulation of the company's own MSH 8.XXA, once the necessary board resolutions (shareholders/mangers) have been adopted.

For exceptions, see 3.3.2/9.4.8

The Group's Occupational Health & Safety Strategy – at FRA, in Germany and internationally



3. Health and Safety Policy, Principles and Goals within the Fraport Group

3.1 Principles in the Area of Health and Safety at Work

The following objectives and principles in the area of health and safety at work are based on the Declaration of Principles on Health and Safety (see Annex) and are deemed to be mandatory for all Group companies governed by the regulations of MSH 8.0.A, unless contradicting local laws. These objectives shall be reflected by the goals and activities defined in the documentation of the companies with regard to health and safety at work.

- Every work-related injury or illness can be avoided.
- We do not accept any action jeopardizing safety or health.
- The management provides sufficient resources.
- All high-level managers shall consciously lead by example.

- All employees shall be personally responsible for their own healthcare and share their responsibility for the health of their co-workers.
- The active inclusion and qualification of the employees is of crucial importance.
- Rules and regulations shall be kept.
- Any defects detected shall be corrected immediately.
- All incidents shall be examined in order to avoid future injuries, health problems and damages to property.
- We shall meet the challenge of a periodic audit on all levels.

3.2 Goals and Preventive Measures in the Field of Occupational Health and Safety

The overarching goals of occupational health and safety are based on the following premise:

"The Group's employees shall be protected against accidents, work-related health risks and occupational disease by means of preventive measures."

This principle instills a pronounced culture of prevention within the Fraport Group and its companies. Implementing this aspect of prevention entails creating objectives and defined procedures in the individual Group companies.

3.2.1 Priority for the Supervision of Occupational Health and Safety Concerns by in-house Specialists

In order to ensure a direct realization of the objectives and a further development of occupational health and safety, each company affiliated with the Fraport Group should be advised, preferably by in-house occupational safety experts, or - where Group companies outside the scope of the German Occupational Safety Act are concerned - by designated authorized persons for occupational health and safety matters who are employed in the company (for further details, see Section 9.2).

3.3 Roles, Functions and Responsibilities

3.3.1 Responsibility of the Management for occupational health and safety at Group Level

As part of its overall responsibility, the Group's Executive Board shall set the Group-wide health and safety policy and the overriding objectives for the MSH 8.0A. The Board shall provide for their updating and further development, and shall review and audit the effectiveness of the system. The Board shall entrust the Chief Safety Engineer with this responsibility and regulate his or her duties thus taking care of the operational provision of these services.

3.3.2 Responsibility of the Management for occupational Health and Safety at Company Level

The top management and the lower-ranking executives in each Group company and in each country in which Fraport is operating shall be responsible for the organization of occupational health and safety, the compliance with local laws and regulations for safety at work, the implementation of health and safety measures and, pursuant to the resolutions taken, for the implementation of the specifications contained in this manual.

The Board shall check compliance with health and safety requirements based on control mechanisms within the company and make the results transparent. The management shall be obliged to cooperate with the Chief Safety Engineer of the Fraport Group.

The management in all Group companies in Germany and abroad shall appoint a responsible contact person, possibly a work safety expert, for all matters dealing with occupational health and safety.

For the purpose of Group reporting and the pursuing of work safety goals, each responsible person shall comply with the reporting criteria laid down by the Chief Safety Engineers in Annex 9.4.8. This requirement shall be binding for all companies internationally.

3.3.3 Further Duties and Responsibilities in the AMS/OHSMS

Group Level

In the regulatory area of the MSH 8.0A the Chief Safety Engineer shall be responsible for the technical supervision, coordination, provision of governance function, reporting and further development of the AMS/OHSMS within the Fraport Group. The Chief Safety Engineer is the key contact person on the topic of health and safety within the Group. His or her duties, rights and obligations shall be detailed in Section 9.3 of the MSH 8.0A.

Company Level, international Group companies

The designated responsible contact person (see 9.2) for health and safety matters shall advise the management and the top-level executives on all issues dealing with health and safety. He or she is the technical contact person for the AMS/OHSMS on behalf of the Group's Chief Safety Engineer.

Company Level, national (within Germany)

The responsible expert for health and safety matters in the company is the contact person (see 9.2) for health and safety matters and advises both the management and the top-level executives in all matters relating to health and safety at work (in accordance with ASIG). He or she is the technical contact person for the AMS/OHSMS on behalf of the Group's Chief Safety Engineer.

3.3.4 Committees in the AMS/OHSMS

The Group Health and Safety Committee (KASA) shall represent the concerns of the Group's management in terms of an effective and efficient organization of preventive and sustainable health and safety measures within the Fraport Group. Experiences and insights shall be looked into, and recommendations for the persons responsible on site shall be drafted.

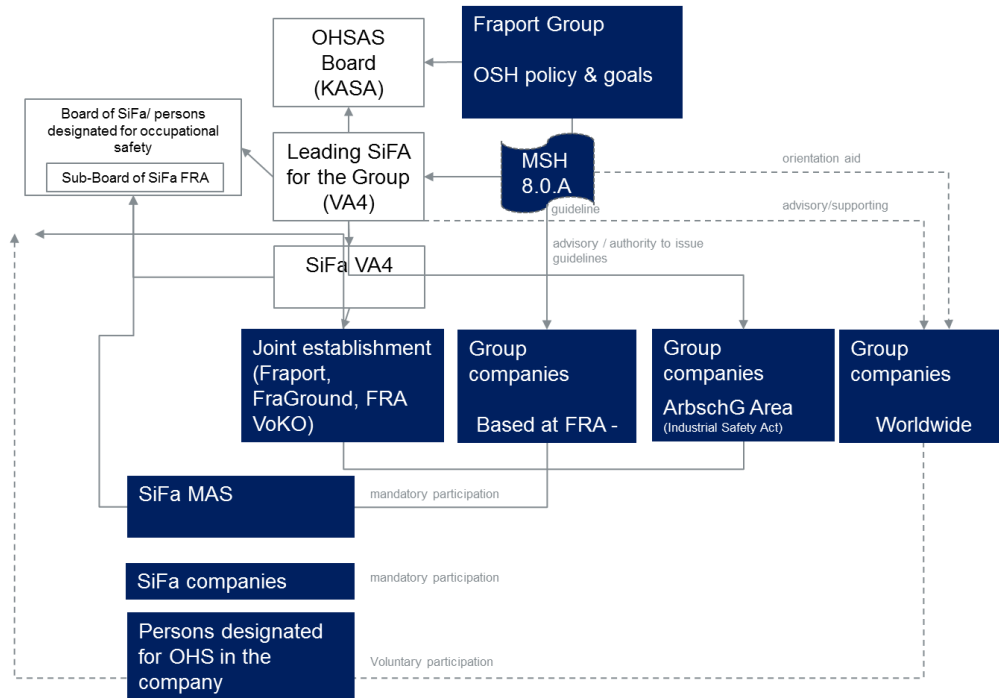
Within the global network, the KASA Committee shall assume the role of the AMS/OHSMS (Occupational Health and Safety Board = OSB) boards. In this case, cooperation of the foreign Group companies and holdings shall be ensured by a mandate of the Group companies given to a representative of the department within the Fraport Group responsible for global investments (BET).

The KASA shall adopt a Code of Procedure.

3.3.5 Cooperation and Exchange of Experience of the Occupational Health and Safety Experts/Contact Persons

Cooperation and exchange of experience shall be organized in the SiFa/bPn Health and Safety Board on a Group level and in a resulting sub-board for Frankfurt Airport (see 9.2.1).

The Group's Occupational Health & Safety Strategy - Organization



4. Planning

4.1 Internationally Recognized Occupational Health and Safety Measures

In order to live up to the holistic claim of a functioning AMS/OHSMS, the internationally recognized general occupational health and safety measures should be considered and strengthened in all Group companies.

- **Hazard Analysis**
- **Procurement and use of operating materials as well as provision of infrastructure facilities**
- **Accidents at work**
- **Training courses and instructions for occupational health and safety**
- **Inspections**
- **Audits**
- **Occupational safety objectives**
- **Reporting obligations in the area of occupational health and safety**

The details are covered in Annex 9.4.

4.2 Planning of Changes

In general, the effects of developments, of new, improved or modified products, production processes or the procurement of hazardous materials/substances and other operating materials shall be figured out in advance. The same shall apply for any new services or any workplaces planned. It is considered good practice to involve the responsible occupational safety experts or the persons within the Group dealing with occupational health and safety concerns right at the beginning, thus avoiding negative health and safety effects.

Everyone involved in the development of new workplaces and products is encouraged to use innovative technologies and materials in order to improve the health and protection of all employees.

4.3 Documentation in AMS/OHSMS

The documentation in AMS/OHSMS shall be prepared in accordance with the domestic local requirements and standards applying to documented information, such as set out in the MSD 8.0 for Group companies involved.

Implementation of and compliance with the measures laid down in items 4.1 or 9.4 shall be documented and archived.

5. Support

5.1 Resources

The resources required to reach the objectives and to carry out the measures, in particular the execution of hazard assessments, accident analyses, safety instructions, inspections, audits and the training of the management and the workforce, shall be duly planned and provided.

5.1.1 Know-How of the Organization

Each Group company shall know its procedures regarding health and safety aspects. Hazard assessments are the basis of any preventive measures. They are a substantial component of the company documentation and should be available and consulted whenever a procedural or organizational change is made.

Compliance risks in the area of occupational health and safety are minimized thanks to documented classification allowing the identification of relevant legal or other requirements and technical standards as well as their availability in the Group company.

5.2 Competence in Health and Safety

In accordance with the requirements derived from international occupational health and safety standards, all employees of a Group company shall undergo training in the health and safety topics applying to them. When selecting the employees, attention shall be paid to their professional qualifications required. Whenever legal requirements call for special qualifications, these shall be verified when selecting the employees or it shall be ensured that these qualifications be acquired prior to starting employment.

5.3 Awareness

The Occupational Health and Safety Management System, the policy and the objectives, as summarized in the MSH 8.0A and in the resulting rules, are a component of the internal and external communication.

From top management to the operational high-level executives, these shall be openly communicated and conveyed positively in the day-to-day work by setting an example and providing a role model function.

5.4 Communication

The policy defined and the occupational health and safety goals shall be communicated to all employees in the Group companies in an adequate way. They are part of employee appraisals, safety instructions and training courses for top managers.

5.5 Control of Resources on Group Level

The Chief Safety Engineer (see also item 9.3) shall be responsible for the arrangement of AMS/OHSMS on a Fraport Group level and also for the further development of AMS/OHSMS structures in the framework of the MSH 8.0.A. He or she shall hold a governance function with regard to the policy and occupational health and safety objectives within the Group and the Group companies. The framework conditions for this function shall be defined by the Executive Board.

In order to fulfill his or her duties, the Chief Safety Engineer shall directly report to the relevant Executive Board member, which places him or her outside the line organization. He or she shall inform about all occupational health and safety issues within the Fraport Group and organize the AMS/OHSMS review in compliance with item 7.3.

By means of the management transferred to him or her by the KASA (OHS Board) and by the Board for Occupational Safety Experts/responsible persons for occupational health and safety, he or she shall make sure, within the framework of an exchange of experience, that recommendations and best practice methods be worked out.

6. Operations

6.1 Operational Management in the Light of Aspects related to Health and Safety

In operational management, the persons responsible - but also each employee - shall make sure that the occupational safety requirements are known and complied with. Safety comes before operational needs.

In case of deviations arising during the operations, these shall be communicated, analyzed and acted upon without delay to ensure safety.

6.2 Third-Party Products and Services Provided

In the process chain the interfaces, both to internal areas and to external companies, shall be checked to evaluate any possible health and safety hazards. These risks shall be taken into consideration in the risk assessments and, if

necessary, measures shall be defined to ensure a sufficient level of safety in the framework of the ASM requirements.

When drafting agreements with service providers or with customers, health and safety issues shall be taken into account and, if necessary, agreed upon with the occupational safety experts/designated persons responsible for health and safety aspects.

6.3 Development of Services and Products

It is considered good practice to involve the organizational structure for dealing with occupational health and safety, the occupational safety experts or the persons responsible for safety at work within the Group in the development phase of new services and products (see item 4.2).

7. Performance Evaluations

7.1 Key Figures for Occupational Health and Safety

The relevant processes shall be monitored against health and safety objectives. Key figures shall be defined in a process-specific way and their performance levels shall be measured.

The measurement results shall be monitored by the Group company concerned; in case of deviations the actions to be taken shall be defined and documented according to the reporting requirements set out in item 9.4.8.

7.2 Key Figures for Occupational Health and Safety

Key occupational health and safety performance indicators shall be communicated within the framework of the AMS/OHSMS in the Fraport Group, compiled in the Group companies on a global level, and communicated via the SAP-BPC-AS system in due time.

7.3 Occupational Health and Safety Reviews

It is good practice to record and evaluate the following key points in the management review according to ASM:

Health and safety policy
Objectives, performance specifications in occupational health and safety
Measures
Key figures obtained
Results of inspections
Results of AS audits (own, third-party),
Improvements

8. Improvements

As a matter of principle, the measures derived from risk assessments and accident analysis meetings shall be evaluated once a year and institutionalized in the form of an ongoing improvement process (see item 4.2).

Furthermore, the rules regarding the continuous improvement of the MSD 8.0 shall apply for the associated Group companies.

9. Appendix

9.1 Glossary

AMS	Occupational Safety Management System (German term)
ASiG	Arbeitssicherheitsgesetz (German Occupational Safety Act)
OHSMS	Occupational Health and Safety Management System
OSB	Occupational Safety Board
KASA	Group Health and Safety Committee
(S)TOP	(Substitution) technical, organizational, individual
MSD	Management System Documentation
MSH	Management System Manual
ASiG	German Industrial Safety Act
SiFa	Occupational Safety Expert
MAS	Medical Airport Service GmbH
bPn	Designated persons

9.2 Support through (Group) internal Occupational Health and Safety Experts

The occupational safety experts or the contact persons for health and safety issues should be employed in the company concerned and report directly to the top management or the responsible manager. The occupational safety experts or the contact persons for health and safety issues shall be obliged to disclose information to and to cooperate with the Chief Safety Engineer of the Fraport Group.

For Germany, the Group companies should designate the Fraport Group company *MAS (Medical Airport Service GmbH)* to perform duties according to the ASiG.

By contrast, Fraport AG and the Joint Establishment (of Fraport, FraGround and FraVoKo) shall be directly advised by the Chief Safety Engineer of the Fraport Group and his or her organizational staff.

9.2.1 Cooperation of the Occupational Safety Experts and the responsible Contact Partners for Occupational Health and Safety Issues

Fraport's occupational safety experts and the occupational safety experts and/or the responsible contact persons of the Group companies shall work jointly on the topics defined on the basis of the objectives agreed upon between the Group Executive Board and the Chief Safety Engineer or on behalf of the KASA/OHS Board.

Operationally, the cooperation shall be realized in a Board of Occupational Safety Experts/responsible persons for occupational health and safety issues, headed by the Chief Safety Engineer of the Fraport Group. In the context of his or her

governance function, the Chief Safety Engineer shall coordinate and organize the thematic focus, derived from the objectives of the Group Executive Board and the resolutions of the KASA/OHS Board.

The Group-level board shall meet - organized by the Chief Safety Engineer of the Fraport Group - once a year in the month of January in order to deal with the reviews and the progress relating to health and safety issues during the past year, and to set objectives and project for the current year.

For the Group companies based at Frankfurt Airport, the duties of the Board of Occupational Safety Experts/responsible persons for occupational health and safety issues shall be expanded as described in the following section. Cooperation and exchange of experience shall be implemented in a sub-board of the previously mentioned committee.

9.2.1.1 Expanded Cooperation/Exchange of Experience of the Occupational Safety Experts in a Sub-Board at Frankfurt Airport

The occupational safety experts shall work jointly on processes and subjects defined in accordance with the ASiG and Group-internal rules. For this reason, the Board of Occupational Safety Experts at Frankfurt Airport shall have a local character and shall work operatively in close collaboration in a sub-board.

Coordinated by the Chief Safety Engineer of the Fraport Group, the occupational safety experts shall meet every six weeks in a joint SiFa-FRA circle and report on the concrete activities and the proceedings and further action for current and further measures. Overlapping tasks shall be dealt with jointly, thus assuring an efficient and resource-friendly procedure.

9.3 Duties, Rights and Obligations of the Chief Safety Engineer of the Fraport Group

The Chief Safety Engineer of the Fraport Group shall hold a governance function for occupational health and safety issues in the framework of the regulations set out in the MSH 8.0A, as directed by the Executive Board.

He or she shall be in charge of safety arrangements in accordance with ASiG and DGUV regulation # 2 (DGUV = German Social Accident Insurance) by coordinating, via the corresponding board at Frankfurt Airport, the cooperation with the company-internal occupational safety experts or those provided by MAS (Medical Airport Services).

He or she shall be involved in international projects carried out by the BET unit whenever risks need to be assessed on the basis of existing OSH structures, taking into account health and safety requirements, and shall have a duty to provide advice.

Across the Fraport Group, he or she shall be entitled to request and access all relevant documents and occupational health and safety procedures. In so doing, the Chief Safety Engineer shall comply with any legal requirements, for instance data protection rules. He or she shall be entitled to commission audits for occupational health and safety matters and may verify and check any health and safety procedures.

The Chief Safety Engineer shall have the authority to issue guidelines in the framework of the requirements defined in the MSH8.0A and shall elaborate, in an international network, according to the resolutions taken by the KASA/AMS/OHSMS Board (OHS Board), the conditions for an efficient AMS/OHSMS, the appertaining process descriptions and procedures as well as the qualification criteria required for the persons and experts responsible for occupational safety matters.

He or she shall report to the Management of Fraport ASA/OHS boards and shall see to the creation, further development of Code(s) of Procedure and their approval through the corresponding committees.

The Engineer shall assume the management of the Group board and the sub-board for occupational safety experts/responsible persons for occupational health and safety issue and shall chair them.

For OHS-related subjects, he or she shall be the person to be contacted by boards, government agencies and accident insurance agencies.

He or she shall advise the Group Executive Board and the KASA/AMS/OHSMS Board directly on the progress of occupational health and safety issues within the Fraport Group.

He or she shall build up a reporting system relating to health and safety issues, define key figures and statistics in accordance with international standards which will be summarized in a Corporate Governance Report.

In order to utilize synergies and to effectively deal with major topics, he or she shall be entitled to assemble teams of occupational safety experts/responsible persons for health and safety matters across the company, for the purpose of approaching Group subjects relating to health and safety matters, in the board of occupational safety experts/designated persons for safety at work, thus developing pertinent recommendations and best practice models.

9.4 Measures in Accordance with International Requirements

The following measures should be realized in the Group companies included in the MSH 8.0A as follows:

9.4.1 Hazard Assessments

Hazard/risk assessments shall be carried out and updated for all health and safety issues taking into consideration any psychological stresses, the machinery and equipment used, products and the infrastructure provided.

During the definition of the measures derived from hazard or risk assessments, the hierarchy of measures "(S) T O P" shall be the basis for a prioritization to be applied.

Any objective shall be developed within the company in accordance with the (S) T O P principle in such a way as to exclude any disorders and health damage as far as possible. In so doing, all factors shall be considered. This includes the structure and organization of work processes, any technical developments and ergonomic findings.

9.4.2 **Procurement and Use of Operating Materials as well as Provision of Infrastructure Facilities**

Any work equipment used, such as machines, devices, tools, as well as the workplace design, etc. shall be made and procured in compliance with legal specifications of relevance to health and safety issues, and their safe use shall be checked periodically.

Workplaces shall be managed and maintained safely taking into account their permitted use.

9.4.3 **Accidents at Work**

Any accidents at work shall be recorded and analyzed systematically. The accident analysis shall also include accident analysis meetings with the persons affected and other people involved. In the context of these accident analyses, the causes of accidents shall be determined and (if applicable) measures to be taken to prevent future events of accidents shall be defined. Implementation and effectiveness of these measures shall be monitored.

All accidents at work and the resulting activities shall be documented and archived.

9.4.4 **Training Courses and Instructions for Occupational Health and Safety**

Each person employed (superiors and coworkers) shall be periodically instructed or trained for his or her responsibilities and the hazards/risks detected for his or her activities according to the measures defined.

High-level personnel shall be trained for their responsibilities, both as regards the prevention of accidents at work and their obligatory supervision or the compliance with health and safety guidelines, as the case may be.

9.4.5 **Inspections**

The condition of workplaces as well as the equipment used shall be evaluated through regular on-site inspections carried out by the responsible management and by the safety expert or by the contact person whom the company has designated for health and safety issues. The results of these inspections and the need for action/measures identified shall be documented and their implementation shall be ensured. Health and safety inspections shall be timed according to regulatory requirements and stipulations set up by the Fraport Group or the company, yet at least once a year.

9.4.6 **Audits**

To check the effectiveness of the AMS/OHSMS, regular audits shall be organized and carried out within the company.

In addition, health and safety audits shall be carried out as part of the management auditing program of the Fraport Group. It shall be ensured that each Group company has been audited within a three to five-year period.

The execution of audits shall be subject to process instructions and stipulations in the quality management system of the Fraport Group, as defined in the MSD8.0 for all related Group companies.

9.4.7 Occupational Safety Objectives

The occupational safety objectives shall be defined in the corporate goals and in the individual goals of the persons responsible. Achievement of these objectives shall be monitored. Adequate health and safety key figures shall be used pursuant to the Group's guidelines when monitoring these objectives.

9.4.8 Reporting

For the purpose of ensuring the flow of information within the AMS/OHSMS framework, it shall be necessary to communicate any significant developments in the AMS/OHSMS.

Direct Reporting Obligation/Ad Hoc Messages

Duly taking data protection requirements into account, there is a direct reporting obligation per email to the Chief Safety Engineer in the case of deadly accidents at work and in the event of accidents involving severely injured people (imminent danger to life of the accident victim). The detailed description of the accident shall be included in the corresponding form (saved in the GalaxyNet of the Fraport Group).

Regular Reports

Accident statistics and health and safety key figures shall be collected, documented and reported within the time periods defined to the Chief Safety Engineer of the Fraport Group, in accordance with the stipulations laid down by the Group company. The necessary data acquisition platform shall be provided by the Fraport Group parent company (at present SAP BPC AS).

Management Review

A management review with conclusions about the effectiveness of the AMS/OHSMS, its degrees of target achievement and the audit results, shall be prepared once a year; a copy of this review shall be forwarded to the Chief Safety Engineer of the Fraport Group (see also: section 7.3.).

Health and Safety Report

The Chief Safety Engineer shall, in accordance with international standards, prepare a health and safety report and release this report through the Group Executive Board.

[Hyperlink to the Declaration of Principles on Health and Safety of the Fraport Group](#)

[Declaration of Principles on Health and Safety of the Fraport Group](#)