



F6.0 Corporate Occupational Health and Safety Guideline

- Extract -

OH&S (Occupational Health and Safety) Management System in the Fraport Group

Holistic, integrated occupational health and safety is a key element of our overall corporate responsibility within the Group and within the individual companies at the various locations.

Ensuring the requisite structural and process organization and putting in place the joint essential conditions for occupational health and safety help to create efficient work processes while also boosting motivation, job satisfaction and the identification of our employees with the Group companies.

For the Fraport Group, the formulated occupational health and safety policy and principles form the joint platform on which holistic occupational health and safety is built. They are specified by the “Ten principles of occupational health and safety for safe working” and lay the foundation for trust-based collaboration in the company.

This corporate guideline contains these common rules and regulations and the principles of cooperation in occupational health and safety formulated for the companies in the Fraport Group. This guideline applies directly to the Group companies in accordance with the criteria defined within it (see Chapter 2). It serves as a reference framework for the companies to introduce their own OH&S management systems. Adequate scope for action based on local circumstances is maintained. The Group companies formulate this scope for action independently, while building on the premises described in this regulation.

Signed for Fraport – Group Executive Board

A handwritten signature in black ink, appearing to read "M. Müller", is written over a light blue horizontal line.

M. Müller

Version

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1. Occupational Health and Safety Management System in the Fraport Group

1.1 Principles

The OH&S (occupational health and safety) management system describes the organization, the tasks, and the responsibilities of occupational safety within the Fraport Group. It supports the goal of securing equal protection for all employees and legal certainty for the management. Local statutory regulations related to occupational health and safety always have to be implemented by the responsible managers on site.

1.2 Integration of the OH&S-MS in the Management System Structure of the Fraport Group

The management system, which is summarized in this guideline, references the principles of the management systems in the Group, which are described in the Corporate Guideline F8.0 "Regulations Governing Management Systems", and focuses on the systemic specifics of an occupational health and safety management system based on the DIN ISO 45001 standard (previously OHSAS 18001). However, because it is based on DIN ISO 45001, the system does not necessarily need to be certified.

The responsibility for deciding whether certification under DIN ISO 45001 should be applied for lies with the individual Group companies. In such an event, this corporate guideline also serves as a higher-level framework for a management system for health and safety at work and calls for a supplementary corporate handbook in which the standard specifications of occupational health and safety have to be taken into account at the local level.

2. Scope of the OH&S-MS

2.1 Fraport AG and Controlled Companies in Germany

This corporate guideline has to be implemented by Fraport AG and all companies (with own personnel) in Germany that are directly or indirectly controlled by Fraport AG, irrespective of their individual legal form.

For the purposes of this corporate guideline, companies are deemed to be **controlled** if Fraport AG by virtue of its shareholder rights or other (e.g. contractual) rights is able to issue legally effective instructions to the management on specific implementation measures as they are regulated in this corporate guideline. Second and third-tier subsidiaries, etc. are to be regarded (also) as controlled by Fraport AG if Fraport AG can also exercise indirect legally effective control over the subsidiary through its influence on the company or companies in which it directly owns shares.

2.2 Non-controlled Companies in Germany

These companies (with own personnel) participate in the OH&S management system voluntarily in accordance with an individually agreed declaration of consent

made by the responsible management. The guideline provides the binding framework in this case.

2.3 Companies of the Fraport Group in Other Countries

For (controlled and non-controlled) companies in other countries, this corporate guideline serves as guidance and can be made a binding framework based on appropriate decisions (by shareholders/management). The relevant local legislation has to be complied with by the management.

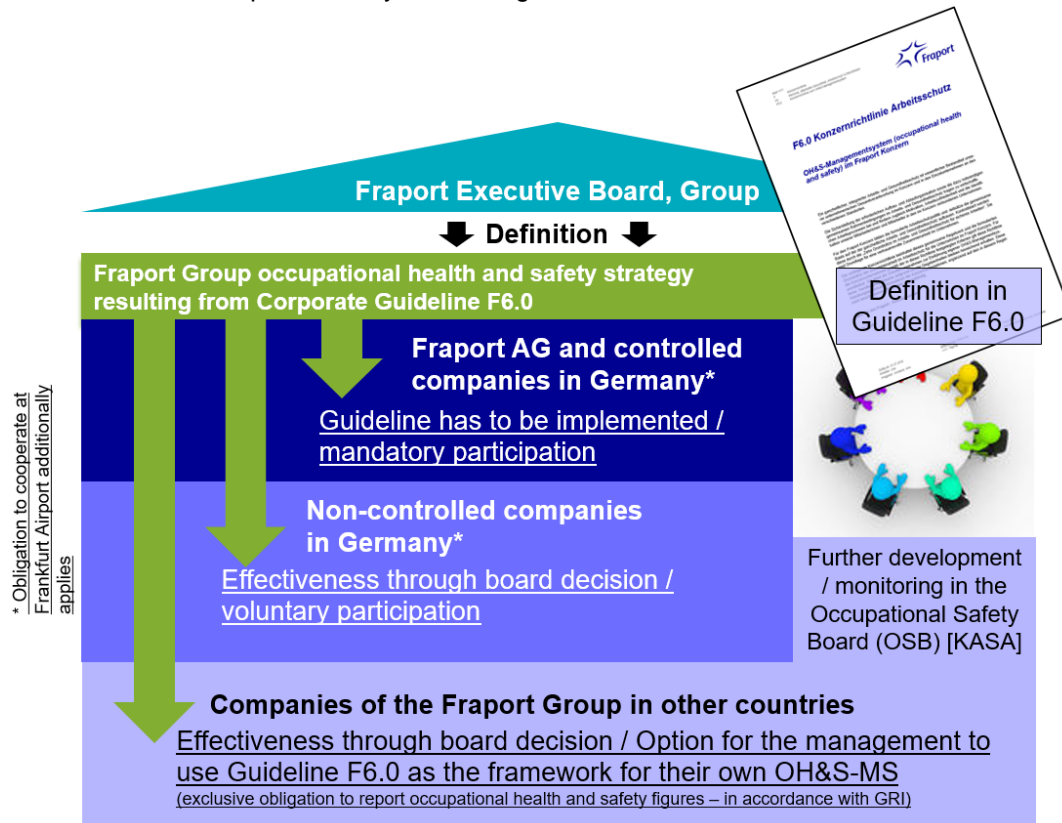


Figure 1: Group Occupational Health and Safety Strategy

For exceptions, see 3.3.2/**Fehler! Verweisquelle konnte nicht gefunden werden..**

3. Occupational Health and Safety Policy, Principles, and Objectives in the Group

3.1 Principles of Occupational Health and Safety

The in-house occupational health and safety goals and principles listed below are based on the policy statement on occupational health and safety (see annex) and are mandatory regulations in all Group companies covered by this corporate guideline (see Chapter 2), unless they contravene the local statutory regulations. They must be reflected at the companies in their own documented occupational health and safety goals and activities.

- Every work-related injury or illness is preventable.
- We do not accept any action that puts safety or health at risk.
- The management provides sufficient resources.
- All managers are aware of their position as role models.
- All employees are individually responsible for preserving their health and jointly responsible for the health of their colleagues.
- Active involvement and training of employees is crucial.
- Rules and regulations are adhered to.
- Any defects identified must be rectified immediately.
- All incidents are investigated in order to prevent future injury, adverse health impacts and property damage.
- We undergo regular inspection via audits at all levels.

3.2 Objectives and Preventive Activities in Occupational Health and Safety

The overriding goals of occupational health and safety stem from the following principle:

“Group employees must be protected against accidents, work-related health risks and occupational diseases by preventive measures”

This principle requires a highly developed culture of prevention within the Group and its Group companies. In order to implement the concepts of prevention in operations, objectives and defined processes have to be defined in the individual Group companies.

3.2.1 Priority in the support provided in occupational health and safety is given to in-house specialists

In order to guarantee direct implementation of the objectives and further development of occupational health and safety, as a priority each company of the Fraport Group should consult on occupational safety measures with internal (Group) occupational safety experts or, when the Group company is not covered by the scope of the local implementation of the EU directives on occupational safety, with the appointed occupational safety representatives who are based in-house in the company (for further statements, please see **Fehler! Verweisquelle konnte nicht gefunden werden.**).

3.2.2 Prevention activities

Activities related to prevention in the field of occupational health and safety are to be regularly defined and conducted within the OH&S objectives set by the companies. Reports on these prevention activities should be submitted as best practice presentations to the OH&S-MS-Board so that benefits can be drawn from the positive aspects.

3.3 Roles, Tasks, and Responsibilities

This chapter describes the roles, tasks, and responsibilities of the relevant persons in the management system.

3.3.1 Responsibility of the management for occupational health and safety at the Group level

As part of its overall responsibility, the Group Executive Board defines the Group-wide occupational health and safety policy and higher-level objectives for this corpo-

rate guideline. It ensures that it is updated and continues to be developed, and it verifies the effectiveness of the system by means of reviews and audits. It appoints the Chief Occupational Safety Expert of the Fraport Group to implement this responsibility in operations and regulates their powers.

3.3.2 Responsibility of the management for occupational health and safety at the company level

The top management and the subordinate managers in each Group company and in each country in which Fraport operates are responsible for the organization of occupational health and safety, compliance with local laws and regulations governing occupational health and safety, the implementation of occupational health and safety measures, and, in accordance with the decisions that are taken, for compliance with the requirements of this guideline.

Implementation of the specifications contained in this corporate guideline does not absolve the local management teams of their duty to take all the necessary and, where applicable, supplementary measures for the respective company in order to guarantee occupational health and safety.

The management has to review compliance with the occupational health and safety requirements using internal company control mechanisms and make the results transparent. The management has the obligation to cooperate with the Chief Occupational Health and Safety Expert of the Fraport Group.

The management in all Group companies in Germany and abroad must appoint a responsible contact person, possibly an occupational health and safety expert, for occupational health and safety.

For the purposes of Group reporting and the pursuit of occupational health and safety goals, each responsible person must fulfill the reporting requirements set by the Chief Occupational Health and Safety Expert in accordance with Annex **Fehler! Verweisquelle konnte nicht gefunden werden..** This section is binding for all companies globally.

3.3.3 Other roles and responsibilities in the OH&S-MS

3.3.4 Committees in the OH&S-MS

The following committees are distinguished in the OH&S management system of the Fraport Group:

3.3.4.1 Occupational Safety Board (OSB)

The **Occupational Safety Board (OSB) [Konzernarbeitsschutzausschuss (KASA)]** represents the concerns of the Group's management relating to the effective and efficient organization of preventive and sustainable occupational health and safety for the Fraport Group worldwide. Experiences and findings are discussed.

In this case the cooperation of the foreign Group companies and holdings is to be ensured by a mandate of the Group companies assigned to a representative of the department in the Fraport Group that is responsible for global investments (BET Global Investments and Management).

The specific organization of the tasks, rights, and duties of the OSB are regulated in rules of procedure. These are approved and updated by the member of the Group Executive Board who heads the OSB.

3.3.4.2 OH&S-MS-Board

The cooperation and exchange of experience is organized in the OH&S-MS-Board, comprising the specialist OH&S-MS team of the Occupational Health & Safety Unit in the Fraport Group and the delegated officer for occupational health and safety (OHSO) at Group level (see also **Fehler! Verweisquelle konnte nicht gefunden werden.**).

Details are regulated in the rules of procedure, which are approved by the Chief Occupational Health and Safety Expert of the Fraport Group.

3.3.4.3 OH&S-MS-Sub-Board

In addition, the specialist OH&S-MS team and the delegated officer for occupational health and safety of the companies based at Frankfurt Airport take part in an OH&S-MS-Sub-Board, which meets every quarter and at which the specific contents are to be discussed.

Details are regulated in turn in the rules of procedure, which are approved by the Chief Occupational Health and Safety Expert of the Fraport Group (see **Fehler! Verweisquelle konnte nicht gefunden werden.**).

The diagram in figure Figure 2 below presents the Group occupational health and safety organization:

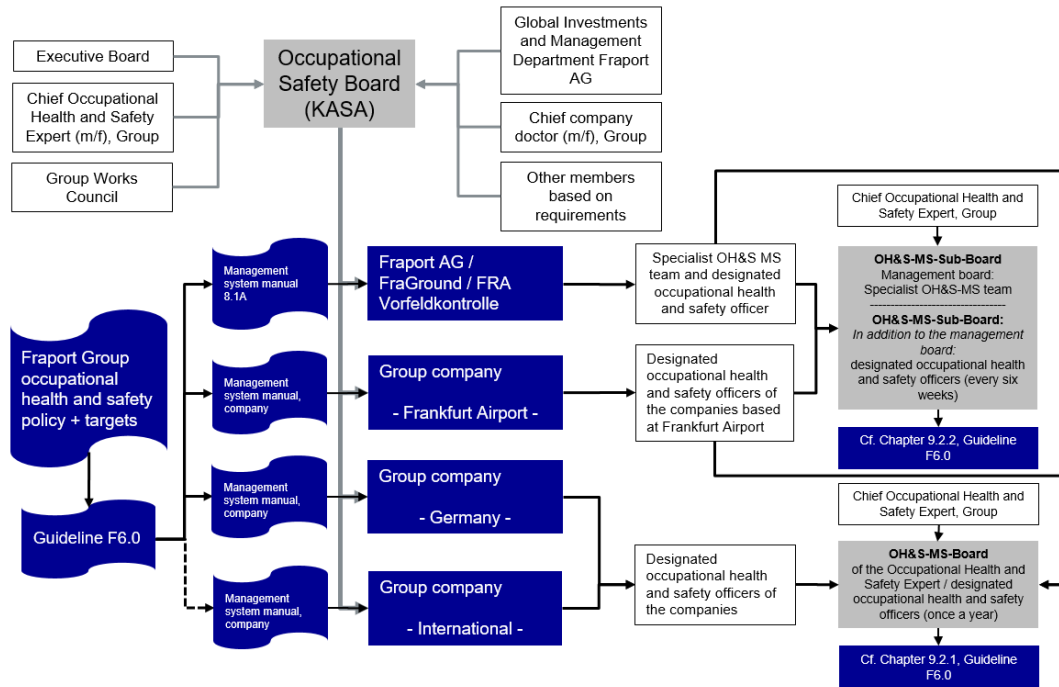


Figure 2: Occupational health and safety organization

4. Planning

4.1 Internationally Recognized Occupational Health and Safety Measures

In order to meet the holistic requirement for a functioning OH&S-MS that has been formulated, the internationally recognized general occupational health and safety measures should be acted on and developed in all Group companies in relation to the topics below.

- Preparation of risk assessments
- Procurement and use of operating materials and provision of infrastructure
- Documentation of occupational accidents
- Training courses and instruction on occupational health and safety
- Cycle and scope of occupational health and safety inspections
- Performance of audits
- Objectives of occupational health and safety
- Reporting requirements in occupational health and safety

The specific contents are described in the annex under **Fehler! Verweisquelle konnte nicht gefunden werden..**

4.2 Planning of Changes

In principle, the effects of developments of new, improved or modified products or production processes or the procurement of hazardous materials/substances and other operating materials have to be taken into consideration in advance. This also

applies to new services or planned workplaces. It is good practice to involve the responsible occupational health and safety experts or the persons within the Group responsible for occupational health and safety from the outset in order to avoid negative impacts on occupational health and safety.

Everyone who is involved in developing new workplaces and products is called on to use innovative technologies and materials in order to improve the health and protection of the employees.

4.3 Documentation in the OH&S-MS

The documentation in the OH&S-MS is drawn up in accordance with the national local specifications and the requirements applying to documented information, which are defined in Corporate Guideline F8.0 for Group companies involved.

The implementation of and compliance with the measures listed in 4.1 and **Fehler! Verweisquelle konnte nicht gefunden werden.** must be documented and archived.

5. Support

5.1 Resources

The resources required to achieve the objectives and measures, in particular to perform risk assessments, accident analyses, instruction in safety, inspections, audits, and training for the management and the workforce, have to be planned and provided.

5.2 Knowledge of the Organization

Each Group company must know its processes and how they are relevant for occupational health and safety. Risk assessments form the basis of the defined preventive measures. They are a key component of the company documentation and must be available and taken into consideration whenever any change, whether procedural or organizational, is made.

Compliance risks in occupational health and safety are minimized thanks to a documented system for identifying of relevant legal or other requirements and technical standards and their availability in the Group company.

5.3 Competence in Occupational Health and Safety

In accordance with the requirements derived from international occupational health and safety standards, all employees of a Group company have to receive training in the health and safety issues that are relevant to them. When selecting employees, attention must be paid to ensure that they possess the necessary expertise. When legal requirements call for special qualifications, these must be verified when selecting employees or it must be ensured that these qualifications are acquired before the employees start work.

5.4 Awareness

The OH&S-MS, the policy and the objectives, which are summarized in this corporate guideline, and the rules derived from them form an integral part of the internal and external communications.

These must be communicated forcefully and conveyed positively in the daily work by everyone from the top company management down to the operational managers by actively performing their function as role models.

5.5 Communications

The defined policy and the occupational health and safety objectives have to be communicated to the employees in the Group companies in a suitable form. They form an integral part of employee appraisals, instruction in safety, and training courses of the managers.

5.6 Management of Resources at the Group Level

The Chief Occupational Health and Safety Expert of the Fraport Group (see also item **Fehler! Verweisquelle konnte nicht gefunden werden.**) is responsible for the design of the OH&S-MS at Group level and for the further development of the OH&S-MS structures. They hold a governance function with regard to the occupational health and safety policy and objectives of the Group and the Group companies within the general conditions defined by the Executive Board.

To be able to fulfill the duties assigned to them, the Chief Occupational Health and Safety Expert of the Fraport Group reports directly to the Executive Board member responsible for occupational health and safety and is thus outside the line organization. They report directly to this Executive Board member on all occupational health and safety issues within the Group and organize the management review pursuant to item 7.3.

As a result of the management of the OSB and of the Board for Occupational Safety Experts / delegated occupational health and safety officers that is transferred to them (OH&S-MS-Board), they ensure within the framework of exchanges of experience, that recommendations and best practice methods are developed.

6. Operations

6.1 Operational Management in View of Aspects related to Occupational Health and Safety

In the area of operations, it must be ensured by the responsible officers, but also by each employee, that the occupational health and safety requirements are known and complied with. Safety takes priority over operational needs.

Any deviations that arise during operations must be immediately communicated and analyzed and measures to guarantee safety must be instituted.

6.2 Products and Services Provided by Third Parties

In the process chain, the interfaces both with internal departments and with external companies must be examined to see whether they contain any risks related to occupational health and safety, and they must be taken into consideration in the risk assessments; if necessary, measures have to be defined to ensure a sufficient level of safety within the framework of the OH&S-MS requirements.

When agreements are drafted either with service providers or customers, occupational health and safety aspects must be taken into consideration and, if necessary,

agreed with the occupational health and safety experts / designated occupational health and safety officers.

6.3 Development of Services and Products

It is good practice to involve the occupational health and safety organizational structure, the occupational health and safety experts or the designated occupational health and safety officers of the Group in the development of new services and products (see 4.2).

7. Performance Evaluation

7.1 Performance Indicators in Occupational Health and Safety

The relevant processes have to be monitored using the agreed occupational health and safety objectives. Key performance indicators are to be defined in a process-specific way and the degree to which they are achieved has to be measured.

The results of the measurements are to be monitored by the Group company in question; the measures that may need to be instituted in the event of any deviations have to be defined and documented as part of the reporting requirements pursuant to **Fehler! Verweisquelle konnte nicht gefunden werden..**

7.2 Key Performance Indicators in Occupational Health and Safety

Key occupational health and safety performance indicators are to be collected in the Group companies worldwide and communicated promptly via the SAP-BPC-AS system within the framework of the OH&S-MS in the Fraport Group.

7.3 Management Review in Occupational Health & Safety

It is good practice to record and evaluate the following key points in the management review in accordance with DIN ISO 45001:

- The status of measures from previous management reviews
- Changes in external and internal issues that affect the OH&S management system (risks, opportunities, and legal obligations)
- The extent to which the OH&S policy and the OH&S objectives have been realized
- Information on the OH&S performance (incidents, results, measurements)
- Appropriateness of the resources deployed to maintain an effective OH&S management system
- The relevant communications with stakeholders
- Possibilities for continuous improvement

8. Improvements

In principle, the measures derived from the risk assessments and accident analysis meetings are to be evaluated on an annual basis in the Group companies and institutionalized via an ongoing improvement process (see also 4.2).

Furthermore, the requirements relating to continuous improvement of Corporate Guideline F8.0 apply to the Group companies involved.

9. Appendix

9.1 Glossary

ASiG	Gesetz über Betriebsärzte, Sicherheitsingenieure und andere Fachkräfte für Arbeitssicherheit – German Act on Works Physicians, Safety Engineers and Other Occupational Safety Specialists
BET	Global Investments and Management business unit of Fraport AG
OHSO	Designated occupational health and safety officer
DGUV	Deutsche Gesetzliche Unfallversicherung – Umbrella organization of the German Accident Insurance Institutions
KASA	Konzernarbeitsschutzausschuss (see OSB)
MAS	medical airport service GmbH
MS	Management system
MSD	Management system documentation
MSH	Management system manual
OH&S-MS	Occupational Health and Safety Management System
OSB	Occupational Safety Board
SiFa	Sicherheitsfachkraft – Occupational safety specialist
(S)TOP	(Substitution) Technical, Organizational, Personal protective measures

Link to the Policy Statement on Occupational Health and Safety of the Fraport Group

[Policy Statement on Occupational Health and Safety of the Fraport Group](#)