

### Introduction

The hygiene guidelines of the NOSTA Logistics GmbH branch in Ibbenbüren are based on the requirements of the IFS standard and form the basis for a safe and hygienic working environment. Based on a thorough analysis of our processes, we have defined specific measures that are tailored to the conditions at our office location. These hygiene guidelines are explained in detail below to ensure reliable implementation in daily practice.

### 1. General hygiene standards for employees

- 1.1. **Personal cleanliness:** Employees ensure appropriate personal hygiene and wash their hands regularly, especially before starting work, after breaks, after using the toilet and before and after eating food.
- 1.2. **Dealing with open wounds:** Open or poorly healed wounds are always covered with a waterproof plaster. Employees with larger or infected wounds clarify the situation with the responsible manager.
- 1.3. **Illness and absence:** Employees with symptoms of infectious diseases stay at home and inform the responsible office immediately. Employees may only return to work once they have fully recovered.
- 1.4. **Consumption of food at the workplace:** Eating at the workplace is generally permitted, but workplaces must be cleaned up afterwards. Leftover food must be disposed of immediately and surfaces must be cleaned to prevent the accumulation of dirt and the spread of germs. The consumption of food is strictly prohibited on the company premises, outside the relevant areas.



## 2. Cleaning and disinfection

- 2.1. **External cleaning:** The Lasch company carries out the cleaning of the site in accordance with a cleaning plan specified by C&D. Surfaces are regularly disinfected and waste is disposed of properly.
- 2.2. **Sanitary facilities:** Sanitary facilities are cleaned regularly and are equipped with soap, disposable towels and hand sanitiser..

## 3. Hygiene requirements for drivers

- 3.1. **General hygiene:** Drivers who collect, transport and deliver goods for the Crespel & Deiters Group pay attention to personal hygiene, wash their hands regularly and avoid direct contact with the products.
- 3.2. **Access to sanitary facilities:** Drivers have access to sanitary facilities at the site to ensure compliance with hygiene requirements.
- 3.3. **Dealing with illness:** Drivers with infectious symptoms report to the responsible dispatcher and do not carry out the transport order.

## 4. Hygiene requirements in the relevant areas of C&D

- 4.1. **Beards and hair:** In areas where protective equipment is required, long hair and beards must be covered by hairnets or other suitable measures to prevent possible contamination.
- 4.2. **Jewellery and personal items:** Jewellery, watches and other personal items must be removed, taped or covered in the appropriate areas to prevent contamination of the products.

## 5. Personal protective equipment (PPE)

- 5.1. **Obligation to use PPE:** The wearing of PPE is mandatory in all areas outside the designated routes and specially authorised areas. Depending on the area, this includes protective clothing (incl. safety helmet, safety shoes, signalling clothing & safety goggles), hairnets and, if necessary, gloves to ensure safety and hygiene requirements.
- 5.2. **Compliance with PPE regulations:** The instructions of the responsible employees and the PPE requirements of the customer Crespel & Deiters must be followed at all times.

### 6. Smoking, drug and alcohol consumption & medication storage

- 6.1. **Smoking and vaping:** Smoking and the use of e-cigarettes is only permitted in the designated areas. Otherwise, smoking is strictly prohibited on the rest of the company premises.
- 6.2. **Prohibition of drugs and alcohol:** The consumption of drugs and alcohol during working hours is strictly prohibited. Random checks may be carried out.
- 6.3. **Storage of medication:** Personal medication must be stored safely and must not be left openly on work surfaces or in communal areas in order to prevent possible contamination or unauthorised use.

### 7. Communication and training

- 7.1. **Regular training:** Employees and drivers are regularly informed and trained about hygiene standards, rules of behaviour in the event of illness and occupational safety on company premises.
- 7.2. **Availability of hygiene instructions:** Hygiene notices are prominently displayed in common areas to continuously sensitise employees.

### Conclusion / Summary

The consistent implementation of our hygiene guidelines ensures compliance with high quality and safety requirements. Trained employees and clear instructions for contractors and their drivers ensure that everyone involved understands the hygiene standards and implements them responsibly.

Through regular checks and close coordination, we create a reliable basis that enables safe and sustainable transport handling and supports product safety in the long term.