

# Workplace Regulation



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## 1. Scope and purpose

The provisions of this Workplace Regulation apply to all employees of the organizational units of ABB Switzerland Ltd. They form an integral part of the individual employment contract of employees. This regulation aims to ensure that work can be performed under suitable and up to date conditions in the interests of the employees and the company.

This Workplace Regulation takes precedence over any supplementary regulations (for example, house rules, site regulations, appendices to the Workplace Regulation, etc.).

## 2. Accident prevention and protection of health

### 2.1. Principle

Occupational health and safety are an integral part of ABB's culture and are therefore an essential prerequisite for optimal performance. All employees are obliged to support the company in the implementation of all measures for accident prevention and health care. All aspects must be taken into account in all tasks and functions to maintain occupational health and safety.

- § Line managers are required to correct unsafe work practices and implement sanctions in the event of repeated violations
- § Line managers must monitor the safety of the working practices of their employees and provide training and instruction to ensure proper working practices.

Employees are obliged to carry out safe working practices and support each other in this regard.

### 2.2. Regulations

The legal and internal regulations and policies that exist to protect employees are binding on every employee of the organizational units of ABB Switzerland Ltd. All employees are obliged to use the protective equipment applicable to the activity and to apply the necessary measures. Electrical safety, in addition to other hazards, has a high priority.

The global management system for occupational safety, health, security and environmental protection "The ABB Way HSE" ([link](#)) contains the applicable regulations and guidelines and regulates the minimum requirements. Any further-reaching Swiss legislation must be complied with and is recorded in the management system of Occupational Safety Switzerland (see [Sharepoint Sustainability&Security](#)). In addition, regulations and policies are made available by your line manager and by the HSE subject matter experts.

### 2.3. Obligation to report deficiencies

Deficiencies found in buildings, plant, machinery, operating and protective equipment must be reported to the direct line manager or the responsible site office.

### 2.4. Behavior in the event of incidents and accidents

In the event of an accident, every employee is obliged to provide first aid to the best of his or her ability. However, the company medical service is responsible for the actual initial treatment.

Incidents and accidents, with or without property damage, must be recorded and reported to the line manager. You can find the necessary forms on Inside+ under: <https://go.insideplus.abb.com/ch/en/group-functions/sustainability-occupational-safety>.

Here you must select whether you have an accident or other event to report.

## 2.5. Escape routes

Emergency exits, stairways and ladders, as well as fire-fighting equipment, must be specially marked and kept clear at all times.

## 2.6. Clothing and personal protective equipment (PPE)

The employee's clothing and appearance must be appropriate to the works to be undertaken, not hazardous and not obstructive during operational activities. The prescribed personal protective equipment and work clothing provided by ABB Switzerland Ltd must be worn.

## 2.7. Alcohol and drugs

Employees who are under the influence of alcohol, drugs, or medications that impair performance, reaction, concentration, alertness, or wakefulness are not permitted to work. Intoxicated employees or those who abuse drugs or medications will be removed from the workplace and will not be paid for the resulting absenteeism.

The serving, consumption, storage and sale of alcoholic beverages or other intoxicating substances (drugs) during working hours and within ABB locations as well as at ABB events is generally prohibited.

Events at ABB sites which deviate from this principle (e.g. anniversaries, farewell celebrations or project successes) must be approved by the responsible head of the relevant division. Public ABB events and events with customers which deviate from this principle must be approved by the respective local division manager or, if several local divisions organize the event, by the Country Holding Officer. Mandatory requirements for an approval are as follows:

- Events serving alcoholic beverages are to be scheduled close to the end of the working day. It is prohibited to work after the event.
- No high-percentage alcoholic beverages (brandy, etc.) will be served.
- After the event, public transportation or organized transportation should be available to the participants.
- Alcoholic beverages will be kept locked away and promptly removed together with empty bottles after the event.
- In going home in a personal vehicle, follow the general rule of conduct: "Who drinks, does not drive and who drives, does not drink!"

## 2.8. Smoking

Smokers must be considerate of non-smokers.

Smoking is generally prohibited inside, i.e. smoking is only permitted in designated smoking rooms or outside. This regulation also includes e-cigarettes and vaporizers.

# 3. Rules of conduct

## 3.1. Duty of Care and Environment

All employees are responsible for maintaining order in their workplace and are obliged to exercise the necessary duty of care to avoid damage to operating equipment and contamination of soil, water and air. Environmental protection regulations must be complied with.

## 3.2. Remote Work

As a future-oriented company, ABB places special emphasis on a modern work culture and forms of work that enable agility, flexibility, and exchange, on a technical as well as spatial and mental level. This «Remote Work» working model should address the individual needs of employees and additionally promote a good work-life balance, see regulation [Remote Work Policy Regulation](#).

### 3.3. Private occupations

Private trade in goods and carrying out secondary occupations on the company premises and in the company's rooms/space is prohibited. Carrying out private work in the company and its offices as well as the use of machines and equipment, computers, calculators, printers, photocopiers, etc. require the approval of the line manager and approval in the Integrity Gateway for possible conflicts of interests.

If approved, such work must be carried out outside of normal working hours - with payment by the employee for materials used. Material and tools may only be removed from company premises with express permission. Line managers, porters or security have the right to check employees as they leave the company premises and on the company premises.

Use of telephone, mobile phones (business/private) shall be kept to a minimum. The use of the Internet and email is intended for business purposes. Detailed regulations can be found in the General Terms and Conditions of Employment or the applicable policies and procedures ([Our Policies and Procedures](#)), CFIS-CP-02-Information Security and CFIS-CP-05 ABB Information and Cybersecurity.

### 3.4. Photography

Photography and filming for private purposes on company premises and in company rooms is prohibited without the permission of the responsible line manager.

### 3.5. Attendance on company premises and buildings

Employees are obliged to wear their company badge whilst on private company sites and whilst in private company buildings.

Attendance on company premises between 20:00 and 06:00 or on non-working days must be agreed to and approved with the line manager. The company's security service is authorized to carry out appropriate checks.

Walkways and driveways must be clearly separated from actual work areas and, if they serve as escape routes, must be provided within the prescribed width. In manufacturing facilities, this separation must be made by clearly visible floor markings. Walkways and driveways must be kept completely clear of any material at all times to ensure unobstructed access at all times.

Workplaces with hazards must indicate these hazards and the special protective measures by means of prescribed markings. Wearing the prescribed protective equipment is mandatory for all employees. Short-term stays in the hazardous area (e.g. by employees in engineering, development, sales, etc.) without the prescribed personal protective equipment are only permitted if the person responsible for the workplace can rule out risk during the entire stay and has issued an appropriate permit.

### 3.6. External persons

All external persons without an assignment or mandate, as well as children accompanied by adults, may only be in the buildings or closed private ABB locations with the express permission of the appropriate line manager. For external employees (e.g. maintenance, service, installation contractors of suppliers), the same regulations on environmental protection, occupational health and safety apply as for ABB employees. Prior to starting work, a mutual risk assessment with corresponding safety measures must be defined and implemented by the responsible person of the subcontractor/supplier with the defined ABB contact person. The responsible person of the subcontractor/supplier and the ABB contact person shall be determined by ABB upon conclusion of the contract.

Visitors to production facilities are to be accompanied by trained and authorized employees and instructed at the start of the tour on the most important rules of conduct. A short-term stay in hazardous areas, without the prescribed personal protective equipment, is only permitted for visitors if the accompanying person has excluded any risk for the entire period of the visit after consultation with the person in charge of the workplace and if the latter has issued an appropriate permit.

### 3.7. Information Technology

Distribution of printed matter and flyers inside buildings and closed ABB locations or the collection of signatures for non-business purposes is not permitted. Exceptions must be agreed by the HR Business Partner and the President of the ABB Switzerland Works Council.

The existing information boxes or posting areas are to be used for notices; they may only be used by those authorized to do so.

### 3.8. Parking

There are limited opportunities to park private vehicles at ABB locations. According to the parking regulations (per location), parking spaces can be reserved to a limited extent. Parking spaces may only be used with the issued authorization (vignette, pool parking card, badges, access permit, etc.). Visitor parking is available exclusively for visitors. The right to use an assigned parking space is not transferable to third parties. Special parking regulations may apply.

### 3.9. Food and drink

Eating and drinking is prohibited at production facilities for hygiene reasons. Break and recreation rooms are available for this purpose.

## 4. Protection of personality rights

### 4.1. Equality

At ABB Switzerland, we want to foster a climate of personal respect and trust that prevents discrimination against gender, people with disabilities, race and minorities. The regulation on the "Protection of Sexual Integrity in the Workplace" provides detailed information, including the available points of contact ([Protection of Sexual Integrity in the Workplace](#)).

### 4.2. Mobbing

ABB Switzerland will do everything possible to prevent mobbing. Any employee who feels mobbed will receive support and any employee who mobs another will face appropriate sanctions. The Regulation "Prevention of mobbing" provides information on what constitutes mobbing, measures as well as contact points([Prevention of mobbing](#)).

### 4.3. Data protection (Privacy)

Every employee is entitled to the protection of their privacy and from misuse of their personal data. Employees who feel that their privacy has been violated can contact the ABB Switzerland Data Privacy Lead.

### 4.4. Integrity

ABB has established ethical principles and a Code of Conduct for itself and all employees ([ABB Code of Conduct](#)). The Code of Conduct applies to all of employees. ABB leaders have a special responsibility to lead by example, to anticipate and take action to mitigate risks, and to ensure that integrity is a defining characteristic of our organizational culture. ABB employees have an obligation to read, understand and adhere to the Code of Conduct and, by doing so, contribute to making the company a better workplace for everyone.

Employees who have questions or identify violations can contact the ABB Integrity Reporting Channels ([Reporting channels](#)).

#### 4.5. Human rights

ABB is committed to developing an organizational culture which implements a policy of support for internationally recognized human rights and seeks to avoid complicity in human rights abuses. ABB supports the principles contained within the Universal Declaration of Human Rights, the UN Guiding Principles on Business and Human Rights, the OECD Guidelines for Multinational Enterprises and the ILO Core Conventions on Labour Standards. ABB seeks to identify, assess and manage human rights impacts within its value chain.

### 5. Sanctions

Violations of this Workplace Regulation as well as other disciplinarily relevant activities will result in the following measures, depending on the severity of the offense:

- § oral warning
- § written warning
- § reduction in the salary band position
- § termination of the employment contract
- § dismissal without notice (OR Art. 337)

Civil and criminal proceedings - in particular claims for compensation for damage caused intentionally or negligently pursuant to OR Art. 321e - remain reserved in every event.

### 6. Final provisions

This Workplace Regulation has been agreed with the ABB Switzerland Works Council; they come into force as of 1st August 2023 and replace the previous company regulations dated 1st January 2016.

Baden, 1st of August, 2023

#### ABB Switzerland



Nora Teuwsen  
Country Holding Officer

#### ABB Switzerland Works Council



Alexander Bélaz  
President



Nicole Kamm Steiner  
Country HR Manager



Reto Korstick  
1. Vice President

The Office of Labor and Economic Affairs (AWA) in Aarau has examined this Workplace Regulation and has determined that it is in compliance with the provisions of the Labor Act. After approval by the AWA, it is valid without signatures and is stored in electronic form.

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