

People. Partnership. Performance.

Regulation Company Regulations

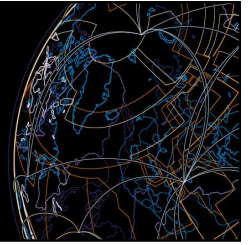


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1. Scope and purpose

The provisions set forth in these regulations apply to all members of staff in the organizational entities at ABB Switzerland. They form an integral part of each individual contract of employment. Their purpose is to ensure good working conditions in the interests of employees and the company. These company regulations have precedence over any eventual modifications (e.g. house regulations, site regulations, addenda to company regulations, etc.).

2. Accident prevention and healthcare

2.1. Basic principle

Health and occupational safety is an integral component of our working and production processes, and thus an important prerequisite for optimum performance. All members of staff are obliged to support the company in the implementation of measures designed to promote healthcare and accident prevention. All aspects must be taken into consideration for all tasks and jobs to ensure health and occupational safety.

- Supervisors are obliged to correct unsafe work methods, and sanction these in the event of repeat offences
- Supervisors must monitor the safe work methods undertaken by their staff, and implement correct work methods through training and instruction

The staff members are obliged to work safely and support each other in doing so.

2.2. Rules

All employees in the organizational entities at ABB Switzerland must comply with the legal and internal rules and instructions for the protection of employees. Access to these rules and instructions is through your superior, the relevant office or via the IT databases.

2.3. Obligation to report deficiencies

Any deficiencies noticed in buildings, installations, machinery, operational and protective equipment must be reported to your immediate superior or to the office responsible.

2.4. Conduct in the event of incidents and accidents

Every employee must provide accident victims with first aid to the best of his/her ability. Actual first-aid treatment is, however, the responsibility of the company physician.

Incidents and accidents, whether these result in property damage or not, must be recorded and reported to the supervisor. The necessary forms can be found in Intranet under <http://ch.inside.abb.com>, "Working with ABB", "HR knowledge", "Online-Meldeservice". Here you will have to choose whether you would like to report an accident or another incident.

2.5. Escape routes

Emergency exits, stairways and ladders as well as fire-fighting appliances must be specifically marked as such and kept freely accessible.

2.6. Apparel and personal protective ware

The employees' required apparel and personal appearance must be appropriate to the work being done, must not pose a hazard and not be a hindrance to operations. The proscribed protective ware and works clothing must be worn at all times.

2.7. Alcohol and drugs

Employees that are found to be under the influence of alcohol, drugs or medication such that their performance, reactions, concentration and/or consciousness or waking state is impaired, will not be allowed to work. Employees inebriated by alcohol or those misusing drugs or medication will be taken off their work whereby the resulting absence will go unpaid.

The serving, consumption, storage and sale of alcoholic beverages or other intoxicating substances (drugs) during working hours and on ABB's premises and at ABB events are strictly prohibited.

Exceptions to this are approved by the Chairman of the Executive Board of ABB Switzerland (request via LBU LPG or Functions Manager) and only for special events (Christmas events, department events, etc.). Mandatory conditions for an exemption are:

- Events with alcoholic beverages are arranged at the end of work. Any subsequent work is prohibited.
- No strong alcoholic beverages (spirits, etc.) are served.
- After the event, the participants have access to public transport or organized transportation is available.
- Alcoholic beverages are kept under lock and key and are removed immediately after the event along with the empties.
- On the way home with a self-guided vehicle, observe the general rule of conduct: If you drink, do not drive and if you drive, do not drink!

2.8. Smoking

Smokers should be considerate towards non-smokers.

Smoking in the building is in principle prohibited, i.e. smoking is only permitted in rooms designated for this purpose.

3. Conduct and order on company premises

3.1. Care/Environment

All employees are responsible for keeping their workplace in order and are obliged to take the requisite care to avoid damaging company equipment, soiling the floors or polluting the water and the air. Environmental regulations must be complied with.

3.2. Private occupations

Private trading in goods and pursuing supplementary occupations are prohibited on company premises. Employees must obtain permission from their superiors if any private work is to be carried out in the plant or in the offices as well as if any machinery and equipment, PCs, calculators, photocopiers, fax machines, etc. is to be used for that purpose. Such work must be conducted outside working hours and any material used must be charged for. Permission must be obtained before any material and tools are removed from company premises. Superiors, doormen or the security personnel are entitled to check members of staff when leaving company premises.

Use of telephones, mobile phones (business/private) and fax machines must be kept to a minimum. The use of the Internet and e-mail is intended for business purposes. Detailed rules are given in the General Terms and Conditions and in the information sheet "Misuse of information technology".

3.3. Photographs

No photography or filming for private purposes may be carried out on company premises without the permission of the superior responsible.

3.4. When on company premises

Identity badges must be worn in the company enclosure and buildings.

Entering the premises between 8.00 p.m. and 5.00 a.m. or on non-working days must be arranged with and approved by a superior. Security personnel are entitled to make the corresponding checks.

Pedestrian and motorized routes must be clearly separate from actual working areas and, if they also serve as escape routes, must be of the prescribed width. In manufacturing areas, this separation must be marked by clearly visible floor markings. Pedestrian and motorized routes must always be kept completely free of any material to ensure unhindered access at all times. Hazardous workplaces must be marked with the prescribed hazard warning markings and the required protective measures. All employees must wear the prescribed personal protective equipment. Short visits to a hazardous area (e.g. by employees from design, development, marketing, etc.) without the required personal protective equipment is only allowed if all risk for the entire period can be excluded by the person in charge of the workplace and this person has given the corresponding permission.

3.5. Non-company visitors

All external non-company visitors without business, as well as children accompanied by an adult may only enter the company's premises or buildings if the explicit permission of an appropriate manager/head has been obtained.

For external personnel (e.g. maintenance, service, erection personnel from external suppliers), the same regulations on environmental protection, occupational safety and healthcare will apply as for our own staff. Before work starts, those responsible at the suppliers must determine with the customer's specified contact person a mutual identification of any risks and implement the corresponding safety measures. The person responsible at the suppliers and the customer's contact person must be determined by the customer when the contract is signed.

Visitors to production plants must be accompanied by trained and authorized members of staff and instructed on the most important rules of conduct before the start of a guided tour. Visitors are only permitted to stop briefly in hazardous areas without the prescribed personal protective equipment if all risk for the entire period can be excluded by the person in charge of the workplace and this person has given the corresponding permission.

3.6. Information policy

The distribution of printed matter and flyers within company premises is basically prohibited, as is the collection of signatures for non-company purposes. Any exceptions to this must be agreed between the HR business partner and the Chairman of the Employee Council at ABB Switzerland.

The information boxes or poster boards must be used for posters; they may only be used by those entitled to do so.

3.7. Parking

Parking facilities for private vehicles within the ABB sites are limited. Parking spaces can be reserved in limited numbers in accordance with the parking regulations (per location). Parking spaces may only be used with the authorization issued (car sticker, pool parking ticket, badges, access permission, etc.). Visitors' parking spaces are for the exclusive use of visitors. The right to use an assigned parking space cannot be transferred to third parties. The company reserves the right to impose special parking regulations.

3.8. Eating and drinking

Eating and drinking at plant workplaces is prohibited for reasons of hygiene. Rooms are provided for use by employees during breaks.

4. Privacy policy

4.1. Equality

We want to establish an atmosphere of personal respect and trust within the organizational entities at ABB Switzerland that prevents discrimination on the basis of gender, race and other minority groups. The regulation on the "Protection of sexual integrity in the workplace" provides detailed information as well as who to contact.

4.2. Mobbing

Anyone who feels mobbed will be given support and anyone guilty of mobbing must expect the corresponding penalty. A brochure "Avoiding mobbing" gives information on our intentions and measures as well as who to contact.

4.3. Confidentiality (Privacy)

Every employee has the right to protection of his/her personal space and to confidentiality of all personal details. Employees who feel their personal integrity has been injured can register this with the appropriate ABB-Switzerland representative for data-protection.

4.4. Ombudsman (Compliance)

ABB hat sich ethische Grundsätze und einen Verhaltenskodex (Code of Conduct) auferlegt. Mitarbeitende, die dazu Fragen haben oder Verstöße feststellen, können sich bei der Ombudsstelle der ABB Schweiz melden.

5. Privacy policy

ABB has imposed a codex of ethical and behavioural principles (Code of Conduct). Employees that have questions or have noticed infringements can register these by the Ombudsman of ABB Switzerland.

Penalties

Dependent on the severity of the offence, infringements of these company regulations as well as other penal offences will have the following consequences:

- Verbal warning
- Written warning
- Reduction in personal appraisal rating
- Notice of termination
- Termination without notice (Swiss Code of Obligations, Art. 337)

The company reserves the right in each case to initiate civil and criminal proceedings

– particularly claims for compensation for any damage caused in accordance with the Swiss Code of Obligations, Art. 321e.

6. Final provisions

These company regulations were approved by ABB Switzerland's Management and the Employee Council. They are effective from 2016-01-01 and supersede those of 1st August 2013.

Staff regulations and brochures can be viewed by all members of staff on the Lotus Notes database "Staff manual ABB Switzerland".

Baden, 2015-01-01

Management ABB Switzerland

Remo Lütolf
CEO ABB Switzerland

Volker Stephan
Head HR

Employee Council ABB Switzerland

Kurt Rüttimann
President

Alexander Belaz
Vice President

Canton Aargau's Department of Economics and Employment (AWA) in Aarau has checked these company regulations and determined that they comply with the provisions of the Labour Law (ArG). After approval by the AWA, they are valid without signatures and will be stored in electronic form.

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Responsible: CH-SA / Remo Kury
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Efficient Participation AR: Co-determination

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