

General Requirements for all Contractors

I. Corporate Guidelines and Code of Conduct

The corporate guidelines and code of conduct out the intentions and principles of the corporate decisions of Agrarfrost (hereinafter referred to as AGF). Such intentions and principles shall support the Contractor to the fullest extent.

II. Suitability and Qualifications of Personnel

The contracted company shall ensure that any person carrying out activities for or on behalf of the organisation is suitable and qualified by education, training or experience. It must keep the necessary records as evidence and make them available to AGF if required. The contracted company must establish, implement and maintain procedures to ensure that persons working for or on behalf of the organisation are aware of AGF requirements. Work clothing must be long and appropriate for the activities.

III. Organisation and Crisis Management

The Contractor is to nominate fixed contact persons and their representatives, who are able to take qualified and reliable decisions.

All incidents, which could result in a negative impact on the environment as well as on products, buildings/industrial plants and employees of AGF are to be reported to the contact person immediately and as far as possible in writing. The emergency number +49 (0)4434 87-206 is available outside business hours. AGF is to be notified of the emergency numbers of the Contractor.

IV. Subcontractor

If the contracted company wishes to have services performed in whole or in part by third parties or other subcontractors, this shall require the prior consent of AGF. In this case, the contracted company must ensure that all requirements of AGF are fully met by the subcontractor(s), in particular the German Minimum Wage Act (MiLoG) and the German Posted Workers Act (AentG).

V. Data security

The commissioned company must ensure the data security of and about AGF data. It is prohibited to pass on data to third parties without prior consent of AGF. The period of retention has to be agreed with AGF. Further regulations can be found in the "agreement of confidentiality".

VI. Management System

All commissioned company will be valued by AGF regularly based on of the performance rendered and the aspects to product safety, occupational safety, environment and energy. If the commissioned company is certified, such proof is to be provided through a corresponding certificate from an authorized institution.

VII. Work with power supply

AGF will provide all contracted companies with power supplies labelled as 'third-party power' free of charge for the performance of their services. There are therefore no additional costs for the service providers. These power supplies must be used for the provision of the service.



VIII. Work in the production area

Only long clothing is to be worn for work in the production area. This must be chosen appropriately for the activities. The contracted company shall ensure that suitable clothing and the necessary utensils are available. Before the first visit and once a year, the AGF hygiene video must be viewed and the hygiene requirements must be adhered to. Tools and other utensils brought along must not be lost and must be taken back after completion of the work. The workplace must be left tidy.

Ersetzt: SD Org 004/06

Änderungsgrund: Change of legal company form and expansion to include chapters I VII and VIII

Mitgeltender Prozess: „Umgang mit beauftragten Unternehmen“

Verantwortlich für das Dokument

Leiter Einkauf