

**FB 333      **Quality requirements subcontractor****

This document defines the principles and requirements for contractors or subcontractors regarding their responsibility to customers, human beings and the environment.

At the end of this document, the contractor can confirm compliance with the following pre-defined points. The contractor further agrees to the "Code of Conduct" of Universal Transport, which is available to read on the internet [www.universal-transport.com/service/downloads](http://www.universal-transport.com/service/downloads).

**1. Requirements for the company and its employees**

The (sub-) contractor ...

- 1.1. provides all the legal requirements to carry out the transports, as well as holding all complementary regulations (such as permits), standards and laws (such as social legislation, generally accepted codes of practice, and concessions) and is committed to comply with them.
- 1.2. agrees that audits and / or preventive visits may be carried out by Universal Transport.
- 1.3. supports Universal Transport in customer-oriented service, e.g. by:
  - » Takeover and delivery of the goods at the agreed time and date,
  - » Compliance with the recipient's instructions upon delivery by Universal Transport,
  - » Guaranteed flow of information in case of problems, delivery / transport obstacles,
  - » Additional status indication / information.
- 1.4. provides a valid insurance confirmation and a copy of the current transport license (EU license). The insurance confirmation must refer to the coverage of the liability from the transport of goods and services agreed with Universal Transport. The maximum insurance amounts and possible obligations or exclusions must be recognizable in this document.
- 1.5. meets the requirements and legal provisions of the law on combating illegal employment, data protection, compliance with the minimum wage act, compliance with social legislation and fulfills the obligation for all necessary registrations.
- 1.6. guarantees not to tolerate or engage in any form of corruption or bribery, including any unlawful payment offers or similar donations to government officials, to influence decision-making.
- 1.7. ensures that the involved drivers hold and carry valid driver's licenses, identification card or passport and other documents relevant to the transport process.
- 1.8. tested the drivers regularly to ensure compliance with the alcohol/drug ban, as well as the wearing of personal safety equipment (PPE) at loading and unloading points of our customers.
- 1.9. provides the necessary, at least the legally required, training courses and briefings of its personnel. He is also responsible for the health and safety of his employees.
- 1.10. assures not to hire workers who have not reached a minimum age of 15 (prohibition of child labor).
- 1.11. ensures the safeguarding and observance within the fundamental social rights of its employees. These include equality of opportunity and equal treatment, respecting the personal dignity / rights and privacy of each individual, refraining from employing anyone against his will or compelling them to work, not tolerating an unacceptable treatment of employees.

## 2. Requirements for transport processing

- 2.1. Only roadworthy and reliable transport vehicles may be used. The driver also checks the traffic safety and completeness of the equipment of the vehicle before starting the transport. The required and agreed equipment must be carried on the vehicles until the end of the transport.
- 2.2. Prohibition of/on mixed loading / separation regulations of the client / shipper are complied with.
- 2.3. All necessary transport documents must be duly completed, in accordance with the other accompanying documents. These documents must also be carried. Their content, as well as the goods, must not be made available to third parties and must be treated with strict confidence. Exceptions are instructions from authorities or state bodies that must be documented.
- 2.4. The contractor ensures that the used driving routes of the vehicles are monitored and the communication with the vehicle crew is possible at all times.
- 2.5. Export / Transfer evidences and delivery receipts must be provided with the freight invoice or on request.
- 2.6. The customs formalities required for international traffic shall be complied with in time in accordance with customs legislation.
- 2.7. Accidents / Incidents are to be reported immediately to Universal Transport, irrespective of their severity or responsibility: this includes details of the person who is reporting, vehicle, accident (location, time, accident), extent of damage, order / delivery note number, recipient , measures taken or initiated as well as the possibility of a callback option and, where appropriate, the police station. Photos and an informative report complete these messages.

## 3. General aspects

- 3.1. The subcontractor agrees to „customer protection" and a post-contractual competition ban of 12 months.
- 3.2. The (sub-) contractor commits to observation of the environmental protection with regard to legal standards and international standards. Furthermore, he agrees to minimize environmental pollution and to continuously improve environmental protection.
- 3.3. It is not allowed or only with Universal Transport's permission to transfer an order to other contractors. Sub-sub-ratios are not allowed.
- 3.4. All costs / consequences resulting from non-observance of the aforementioned conditions and legal conditions shall be covered by the contractor.
- 3.5. Changes / Modifications in the confirmed requirement profile must be reported unrequested to Universal Transport immediately.

---

### **Confirmation of (sub) contractor:**

- Hereby the (sub) contractor confirms compliance with and acceptance of all the above items.
- Points \_\_\_\_\_ does not apply or is excluded.

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Stamp*

\_\_\_\_\_

*Signature of the company management*

---

### **Internal Note from Universal Transport:**

- Hereby the cooperation with this company is approved.
- The cooperation is approved on the condition that the points \_\_\_\_\_ is settled / verified. Completion date is \_\_\_\_\_ .

\_\_\_\_\_

*Place / Date*

\_\_\_\_\_

*Signature (Universal Transport)*