

## **Rules of Procedure of the EuroForum of the SCHOTT Group**

### **1. Agreement between employee representations and SCHOTT AG**

The following points regulate the organization and responsibilities of the employee representation within the framework of the agreement concluded with the SCHOTT AG. They are adopted as rules of procedure by a majority of the employee representatives of the EuroForum at the meeting in 2008, and remain in effect until a new resolution is adopted.

### **2. The chairperson of the EuroForum and the managing committee are elected by a simple majority by the employee representatives for a period of four years.**

#### **2.1 The managing committee supports the chairperson in ongoing business matters and in the coordination / preparation of meetings. The committee comprises the chairperson, the first deputy, (in case of his/her being prevented) the second deputy, (in case of his/her being prevented) the third deputy, as well as a further employee representative.**

The following tasks are the responsibility of the managing committee:

- o appointment of experts to participate in the meetings
- o organizational support for working groups / commissions
- o preparation and implementation of preliminary discussions
- o information in the event of exceptional circumstances
- o regular information service
- o dissemination of information among the delegates

#### **2.2 The invitations to the annual meetings of the EuroForum are dispatched six weeks prior to the proposed date at the latest. Supplementary proposals for the agenda are to be made two weeks before the meeting of the EuroForum at the latest.**

#### **2.3 The chairperson represents the interests of the employees within the EuroForum and vis-à-vis the trade unions participating in the meeting.**

#### **2.4 As a rule the managing committee will meet up to three times a year.**

#### **2.5 The managing committee prepares the meetings, ensures the necessary coordination with the SCHOTT AG and, where necessary, with the employee representations of the companies of the SCHOTT Group and the EMCEF.**

#### **2.6 The EMCEF will be informed about the work of the EuroForum on a regular basis by the chairperson.**

#### **2.7 The members of the managing committee engage to attend language courses in order to enable an English-speaking managing committee in the future. After prior consultation with the SCHOTT AG Management Board, the costs will be accepted by the SCHOTT AG.**

### **3. Organization**

The dates of the EuroForum meetings will be determined by the management committee in agreement with the SCHOTT AG. The venue of the meetings is Mainz. Other venues may be selected in agreement with the other participants.

4. Concluding provisions

The rules of procedure are initially valid for a period of one year. Thereafter they are valid for a further year unless changes have been requested by either party. Requests for changes must be submitted to the chairperson six months prior to the next meeting so that all EuroForum members can adequately prepare themselves and a comment of the EMCEF can be worked out in advance. In case of questions of interpretation the German text is authoritative.