

SAFETY RULES AND INFORMATION GUIDE FOR VISITORS

The Haartz Corporation Policy Statements

- Quality Policy: Haartz is dedicated to exceeding the requirements of its customers and continually improving all areas of its business.
- Environmental Policy: Haartz is dedicated to protecting the environment by minimizing waste and pollution, meeting or exceeding legal requirements, and striving for continual improvement.
- Safety Policy: Haartz is dedicated to conducting all operations safely and to preventing injury to persons and damage to property. Haartz expects all employees and visitors to comply with safety regulations and to conduct all behavior in a safe manner.

GENERAL SAFETY RULES FOR VISITORS & CONTRACTORS

All visitors must have approval from a Haartz employee to enter the facility. Please call ahead to arrange your visit.

All visitors and contractors must be registered at the reception desk in the main lobby.

Parking rules must be obeyed. Only park in areas designated for that purpose. "No parking" areas are designated throughout the site; parking in them may result in your vehicle being towed.

Haartz has speed limits in place on our site; these are posted at 15 miles per hour. All visitors and contractors are expected to follow all posted traffic instructions on our site.

Haartz may challenge anyone entering or leaving its premises at any time and reserves the right to perform inspection of any type at any time.

Smoking is not permitted inside the buildings or on any rooftops. Consult with your Haartz contact for directions to a designated smoking area.

Obey all safety signs and follow all safety rules, practices and procedures outlined by your Haartz contact. Failure to follow these and any other Haartz rules may lead to sanctions, including dismissal from the site.

Cell phones and other non-intrinsically safe equipment are NOT permitted in many areas of the plant and its outbuildings. Observe all posted signs or obtain permission to use portable communication and other powered equipment from your Haartz contact prior to bringing it to the Haartz job site.

Always wear proper personal protective equipment (PPE). Safety glasses (with ANSI-compliant lenses and sideshields, not general purpose personal prescription lenses) and steel-toed shoes must be worn in all Haartz construction, warehouse and production areas as well as posted laboratory areas.

Based on the area where you are to visit or work, additional PPE may be necessary. If your company expects you to wear other or additional PPE to do your work, you are expected to wear it here.

Report all injuries, illnesses, fires, spills, and "close calls" to your Haartz contact immediately.

Haartz has a team of Emergency Response personnel, including employees trained in basic first aid, CPR, AED use, and basic fire and spill response. You may get help by using the nearest internal phone and following these simple steps:

- Summon outside help (**DIAL 9-911 or #61-001 or use RED PHONE**)
- Summon internal help (**DIAL #61-999 (wait for beeps) 999, Bldg. #**)
- Assist (to your level of training) or evacuate (if necessary)

If you discover a fire, activate the nearest red fire alarm pull station. When you hear the fire alarm, make your way to the nearest fire exit, leave the building and walk to the closest Muster Point. Haartz employees will offer assistance as needed.

- Do not stop to collect tools or personal possessions.
- Do not re-enter the building until given permission to do so by Haartz Muster Point personnel.
- No vehicular traffic is permitted until the area is clear of emergency vehicles.

Never operate, adjust, or interfere with any equipment on this site without permission from your Haartz contact.

No pets are allowed on company property.

You are expected to abide by reasonable company rules of conduct and adhere to all laws in connection with your relationship at The Haartz Corporation. The rules listed here are only representative examples. The Haartz Corporation expects you to refrain from:

- damaging property,
- fighting or disorderly conduct,
- gambling,
- possession or use of guns or explosives,
- theft or dishonesty,
- falsifying records,
- creating safety or health hazards,
- insubordination,
- distribution and solicitation,
- disrupting the normal business relationships, or
- violating security rules.

The Haartz Corporation will not tolerate your engaging in work while under the influence of alcohol or drugs or use of alcohol or drugs (unless the drugs are prescribed by a licensed physician and their use shall not impair the ability to work safely):

- On company property at any time
- Off company property during work hours

For these purposes work hours includes breaks of any kind including meal break.

ADDITIONAL SAFETY RULES AND INFORMATION GUIDE FOR CONTRACTORS

All equipment energy sources must be locked and tagged out in accordance with Haartz procedures prior to repair, maintenance and servicing.

The blocking of ways of exit, exit doors, emergency equipment (e.g., fire extinguishers, emergency showers, shutoffs, etc.) or access to the site or main buildings is prohibited without Haartz approval.

Never disable, override, tamper with or bypass safety or pollution control, sampling or control system equipment without obtaining proper authorization.

Your Haartz contact must be notified ***in advance*** of any operation that may impact the comfort, health or safety of site occupants, or that may result in a release of hazardous materials to the workplace.

Your Haartz contact must be notified ***in advance*** if hazardous materials are to be brought on site.

SDSs must be available for each chemical brought onto the Haartz site. Contractors are responsible for properly removing any excess materials from the Haartz site that do not belong to Haartz.

Disposal of hazardous materials without Haartz authorization is prohibited.

Should you have any questions or concerns about hazardous materials on the Haartz site, please discuss these with your Haartz contact.

Haartz has **work permit systems for hazardous work**. For work covered by a permit, you must obtain the appropriate permit through your Haartz contact before beginning work. The following work permits are in effect:

- Permit Required Confined Space (PRCS) Entry
- Hot Work (Welding and/or Cutting)
- Fire Protection Equipment Impairment
- Fall Protection
- Hot Work (Electrical and/or NFPA 70E)