

ESS STANDARDS FOR OUTSIDE CONTRACTORS

General

This Contractor Environmental, Safety & Security (ESS) Policy describes the rules that must be followed by Outside Contractors retained by Fellowes to perform work at any Fellowes facility (“Prime Contractor”) and each of their employees, subcontractors, or invitees (“Subcontractors”). Collectively, the Prime Contractor and Subcontractors shall be referred to as “Contractors”).

Fellowes expects the Contractors to be skilled in their trades and follow all of the requirements and best practices of their respective professions. In addition to these general professional requirements, Fellowes has implemented certain additional requirements. These requirements may represent a more stringent standard or may address situations specific to Fellowes’ work environment.

This Policy is an inseparable part of the contract governing the services provided by the Prime Contractor. Violation of this policy is a breach of that contract. Depending on the severity of the violation and/or its potential for injury or loss, Fellowes may, at its sole discretion, suspend or terminate the applicable services agreement or exclude a Contractor from the premises.

Safety is the responsibility of each person and the rules apply to all Contractors and visitors. All work assignments should be performed in a safe and approved manner. Each Contractor is expected to remain aware of his/her surroundings and avoid obvious safety hazards. All unsafe conditions should be reported to a supervisor, security, or ESS personnel as soon as the hazard is identified.

Note: All Contractors and guests in or around or working in an area designated for protective footwear, eyewear, hard hats, or other personal protective equipment will be required to wear such protective equipment properly at all times while in the area.

Zero Tolerance

There are certain actions which, due to their nature and severity, may result in immediate termination of an assignment or project, or exclusion of a Contractor. Such acts include, but are not limited to: possession of weapons; electrical safety; fall protection; Lockout/Tagout; machine guarding; Powered Industrial Vehicle Certification, creating a life safety hazard; violation of the Drug Free Work Place policy; theft; sabotage; fraud; insubordination; harassment; negligence; sleeping while on duty; acts of a violent or threatening nature; violations of any security and/or safe work practices or safety rules

Accidents, Injuries and Near-Misses

All accidents, near-misses or injuries sustained while working on Fellowes property, no matter how minor, must be immediately reported to the project supervisor and the ESS department.

All accidents and/or injuries must be immediately and thoroughly investigated (by the Contractor supervisor, project manager, and ESS department representative).

Before Work Begins

Prime Contractor shall:

- Designate a representative to coordinate on all environmental, safety, and security requirements including ongoing communication of any work which may affect the safety of Fellowes’ employees or property.

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- Provide documentary proof of completion of any required ESS training to the designated Fellowes representative.
- Provide information to the designated Fellowes representative on the environmental, safety, and security concerns that may arise during the course of the Contractor's work at Fellowes and the means necessary to avoid danger from those hazards.
- Review environmental, safety, and security rules and regulations in effect at the site or potential hazards present that may affect the Outside Contractor's work.
- Advise and train Contractors on hazards associated with the work to be performed, including any Hazard Communication or other hazard information provided to the Contractor by the Fellowes' designated representative.
- Understand and communicate any emergency signals and procedures that may be put into operation in areas where the Contractors are working.
- Know who to call and what to do in emergencies (*including where first aid and medical services are located*).
- Provide Security telephone numbers to Contractors
 - Non-emergency: Extension 8578
 - Emergency: 4911

If 911 is dialed by mistake: Do not hang up. Explain error and answer questions. Otherwise, Police will arrive at Fellowes. Immediately dial 8578 and notify Security.

Training for Contractors

Prime Contractor is responsible for ensuring that all Contractors:

- Are trained in the work practices necessary to safely perform their work tasks.
- Keep records of all environmental, safety and security training conducted.
- Adhere to all ESS regulations; guidelines; and standards while performing work.
- Know the applicable provisions of the Fellowes Emergency Action Plan including where to obtain first aid and medical services.
- Are trained on all environmental, safety, and security hazards and provisions applicable to the type of work being done, and provide documentation of such training to this company's designated representative.
- Provide the company with operator; technical; and maintenance manuals for all equipment sold to—or installed at—the company (*prior to delivery of the equipment*).
- Are trained and certified through Fellowes' Powered Industrial Vehicle (PIV) training program for operation of any Fellowes Powered Industrial Vehicles, or provide proof of training and certification for each Contractor/sub-Contractor employee for each powered industrial vehicle brought to Fellowes that must be used in the course of the work being performed.
- Provide copies to the ESS department of all safety data sheets (SDS) or other required information about chemicals relevant to the work on-site.
- Obtain a HOT WORK PERMIT from the Fellowes Security department for any Hot Work (*welding, torching, etc.*) performed outside of the Maintenance shop.
 - *For more information, contact Security at Ext 8578.*

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- Follow required Lockout/Tagout procedures.
- Inspect all safety systems for proper function on any equipment serviced (*guarding, horns, brakes, emergency disconnects, etc.*)
- Are warned of the potential hazards (including electrical shock, fire, explosion, or toxic release hazards) related to their work processes.
- Understand and comply with all ESS rules of the facility (*particularly those implemented to control the hazards of the contracted process during operations*).
- Provide/use own tools.

During Contract Work

Prime Contractor shall:

- Have a designated site safety coordinator present and attentive to the work being carried out at all times that the Contractors are working at Fellowes.
- Establish necessary practices to permit work under operating conditions without endangering Fellowes employees and property. This includes but is not limited to: barricading, sign posting, and fire watches.
- Make sure that any equipment, chemicals, or procedures used by the Contractor to perform contracted work meet all Regulatory requirements.
- Provide all tools and equipment for the work (*including personal protective equipment*), and ensure the equipment is in proper working order and employees are instructed in its proper use.
- Maintain good housekeeping in the workplace.
- Follow specific instructions supplied by this company in the event emergency alarms are activated.
- Provide ongoing training as necessary
- Keep an OSHA recordable injury and illness log for the project, as well as copies of accident reports on all accidents that occur in the course of the project and provide copies of said documents to the ESS department.

Safety Rules

Environmental/Safety/Security Hotline

Contractors are encouraged to take advantage of Fellowes open door policy to communicate ideas or concerns regarding environmental, safety, or security issues. In order to maintain open lines of communication, we have established a 24-hour confidential hotline. The toll-free number is (800) 450-5303 or extension 5303 at the Itasca and Hanover Park facilities.

Cell Phones

- Mobile phone use is prohibited in manufacturing and warehouse areas, except by authorized Fellowes personnel (*for Fellowes business only*).
- Mobile phones may not be used while operating any machinery or motor vehicle while conducting company business, whether at Fellowes or offsite.

Drug Free Workplace—Drug/Alcohol Screening

The following acts are not allowed at Fellowes:

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- The unlawful manufacture, distribution, or use of illegal drugs on company premises or while conducting company business
- Off-duty drug use or excessive alcohol use which results in circumstances which adversely affect the company or its employees
- Refusal to provide a urine, blood, hair and/or breath sample

Drugs are defined as any drug that is not legally obtainable or, if legally obtained, was used for other than prescribed purposes, or was not taken according to prescribed dosages.

Company Premises are defined as any company-owned or leased facility, any company owned or leased vehicle, privately owned vehicle being used on company business, and any other facility in which the employee is conducting business or acting as a representative of the company.

Under the Influence is defined as having a concentration of .08% or more of alcohol, or any amount of illegal drugs above the NIDA cut-off level for that class, in your system. You can also be considered under the influence of a medically prescribed drug if you are affected in such a way as to have significant negative effect upon safety requirements or the performance of your job.

Contractor employees involved in near miss incidents or accidents that cause injury or damage to company property may be subject to immediate post-accident drug and alcohol testing. The contract employee will not be allowed to return to Fellowes until the employee's test results have been confirmed as negative.

General Rules

- Weapons of any kind are not allowed on Fellowes property.
- Alcohol or illegal drugs are not allowed on Fellowes property.
- Gang-related activity (representations, apparel, graffiti, etc.) is not allowed.
- Defacing company property or product in any manner is not allowed.
- Smoking is permitted only in designated outdoor smoking areas. Cigarettes must be extinguished in ashtrays.
- All emergency routes, exits, aisles, fire and electrical equipment must be kept clear and free of obstruction at all times.
- Crossing conveyors is permitted only on designated crossovers.
- Employees may not stand, sit, walk, or run on conveyors.
- Walking on sheets in sheet banks is not allowed.
- Sunglasses or tinted lenses should not be worn in the building. Short term exceptions may be approved by the ESS manager (*if a physician's statement is provided*).
- Radio headsets are allowed only in the cafeteria or outside on breaks.
- Only authorized pedestrians are allowed in shipping and receiving areas.
- Pedestrians should stay on designated walkways.
- Pedestrians may not enter a ramp in which a vehicle is traveling.
- Running is not allowed on company property.
- All work areas must be kept neat and organized and present an image of a professional environment.
- All scrap and garbage should be picked up and properly disposed of immediately.

Machinery/Production Equipment

- Machine guards or other safety devices are not to be tampered with, removed, or made inoperable.

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- Contractors must not put any body part near machine pinch points while the machine is energized.
- Safety or warning labels must not be removed from machines.
- Machine malfunctions or any unsafe equipment must be immediately reported to a supervisor, ESS, or security.
- Unsafe equipment must be locked out until it is returned to a safe operating condition.
- Only authorized Fellowes personnel may issue or remove a Lockout/Tagout. *See Lock Out/Tag Out policy for definition of an authorized person.*
- Machines may not be left unattended while running.
- Machines and equipment should be used only for their intended function.
- Operation of all equipment should be done at a safe and reasonable speed.
- Long hair should be tied back while operating any moving machinery.
- No jewelry of any kind is to be worn on the hands, fingers, wrists, or neck while working in the production or distribution areas.

Material Handling/Storage

- Proper lifting techniques should be followed at all times.
- Seek assistance when lifting anything that is uncomfortable to lift and carry.
- Team Lifting is required for any item that weighs more than 50lbs or is awkward to carry or manipulate.
- Pallets should lie flat and must not be stacked on edge.

Powered Industrial Vehicles

- Trainers are required to present PIV training as outlined in the Fellowes' materials. Personal interpretations to these guidelines may not be presented to trainees without the expressed written permission of the Corporate ESS Manager.
- Contractor must never operate any powered industrial vehicle they are not licensed for, unless being trained by—and in the presence of—a Fellowes certified powered industrial vehicle trainer and for that specific vehicle.
- Contractor must not operate any vehicle unless all systems are functioning properly, the pre-shift check has been performed, and the checklist has been completed.
- Vehicle must not be used if an unsafe condition is detected. Tagout the vehicle and immediately report the condition to a supervisor, Vehicle Maintenance, or Security.
- Report all accidents; property damage; personal injuries; near-miss incidents and unsafe conditions to Contractor or Fellowes supervisor immediately (*unsafe conditions include, but are not limited to: fire; dumped product; leaning product; bent or damaged racks; blocked aisles; blocked fire exits; blocked fire equipment; slippery surfaces, and trash in the aisles*).
- Horseplay is not allowed on or around powered industrial vehicles.
- PIV must not enter a ramp where pedestrians are present
- Pedestrians must not enter a ramp where a PIV is present
- Refer to the Fellowes powered industrial vehicle policy for the complete set of safety rules regarding the operation of powered industrial vehicles while at Fellowes.
- Sitting on PIVs during break is not allowed.
- Sitting on PIVs for which you are not certified is not allowed.

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Personal Protective Equipment

In order to prevent injury, Contractors in certain jobs or working in certain areas are required to wear personal protective equipment (PPE). Following the guidelines of the company's ESS programs, the Contractor will provide this equipment at no cost to the Contractor employee. All PPE must be pre-approved for use by the ESS department.

- Emergency Response personnel must wear PPE when responding to an emergency that may involve bodily fluids.
- Contractor must inspect PPE prior to use, and must report/turn in all damaged or defective equipment.
- Contractor must not wear damaged PPE that may impair their ability to safely perform their jobs, or that may affect the equipment's ability to protect them from injury or illness.
- Safety toe shoes must be worn while working in designated areas such as warehouse, maintenance, tool room, and production facilities. *See department supervisor or ESS representative for specific requirements.*
- Closed-toed shoes are required at all times while in any production, warehouse, or maintenance areas.
- Footwear must be slip resistant and cover the entire foot. Heels should be wide and less than one inch in height.
- Eye protection must be worn in designated areas or when operating moving machinery or powered industrial vehicles.
- Eye protection and gloves must be worn when changing or servicing a battery or propane tank.
- Eye protection and gloves must be worn when removing banding from loads.
- Protective eyewear and protective equipment, as required, must be worn during electrical work, welding, grinding or use of any hand tools.
- Hearing protection must be worn in designated areas.
- A harness with attached tether must be worn while operating any vehicle where the operator is elevated and not protected on all sides by a guardrail. The operator is considered elevated at any height above the standard cruising height (no more than 6").
- Hard hats must be worn on all vehicles that elevate the operator and are not equipped with an overhead guard.
- Employees may be required to pay for the replacement of lost or damaged PPE.

Chemical Usage

- All chemicals brought into the facility must be pre-approved for use (*in writing*) by the ESS department.
- All hazardous chemicals must be accompanied by a current Safety Data Sheet.
- All chemicals must be stored in appropriately labeled and sealed containers.
- Chemicals for personal use (*other than for medical or cosmetic purposes*) are not allowed in the facility.
- All flammable liquids must be stored in a flammable cabinet when not in use.
- Bulk quantities of chemicals are to be stored in the chemical storage room (*contact ESS for approval*).
- Disposing of empty chemical containers of any kind (*including aerosol cans*) is not allowed on Fellowes property.

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- All chemical spills (*regardless of amount*) must be immediately reported to the ESS or Security, and should be cleaned immediately per instructions listed in the Safety Data Sheet and disposed of according to regulatory requirements.

EMERGENCIES

Medical Emergencies

In case of a medical emergency requiring professional medical assistance, notify your supervisor and call Security at Ext 4911.

Emergency Information

It is advised that the company have current emergency contact information in case of a medical emergency while you are working at Fellowes. In the case of a medical emergency, notify ESS or Security if you have a serious medical condition or take medication that should be reported to emergency medical personnel and don't have an identifier on your person. This information will be given to emergency response personnel. Fellowes will respect your right to privacy and will not retain any information..

Emergencies Requiring Evacuation

The safety of all employees and visitors is the priority during emergencies (i.e., fire, building damage, etc.) that require evacuation.

In the event of an emergency, the company does not expect or warrant any employee involvement other than evacuating the facility. Unless instructed by emergency response personnel, elevators are not to be used during a building evacuation. At times, trained emergency response team members may utilize one fire extinguisher to put out a small fire. Below are some key points to remember:

- Start the evacuation swiftly and calmly.
- Instruct anyone in the area to leave immediately through the nearest exit.
- Ensure that disabled persons have the proper assistance necessary for their safe evacuation.
- If safe to do so, notify Security of the need for evacuation.
- The ESS department will notify building occupants. At some locations (*depending on the intensity of the emergency*), switchboard and security may notify employees directly using whatever method is appropriate to the situation (*i.e., paging, alarms, etc.*)

Evacuation Plan

The project managers will be responsible for ensuring that all contract employees are aware of evacuation procedures and the location of exits. Each department has an evacuation plan for their area. The plan outlines:

- Location of exits to be used during evacuation.
- How department personnel will be notified of the need to evacuate.
- Accommodations for handicapped employees.
- Where to congregate outside of the building.
- How to account for all employees following the evacuation.

No one is allowed to return to the building until all personnel have been accounted for, the emergency has been resolved, and emergency personnel and/or ESS management have authorized re-entry.

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Emergency Equipment and Exits

- Tampering with emergency equipment is prohibited (Alarms, AEDs, Fire Extinguishers, Sprinklers, etc.).
- Tampering with the paging system is prohibited.
- All emergency exits and routes are to remain clear and free of obstruction at all times.
- Non-emergency use of emergency exits is prohibited.
- Eye wash stations are to be used only for emergencies. Security must be notified immediately of an eye wash station activation.
- Stairwells must be used when going from docks to ramp areas.
- Stairwells must be used in an evacuation. Do not use elevators.

Severe Weather

Severe weather (tornados, heavy rains, snow/ice, etc.) can cause severe damage to our facilities and/or injuries to employees or visitors.

- Severe weather activity will be monitored by the company.
- If required, ESS management will communicate to proceed to the nearest designated Severe Weather Shelter Area.
- Employees are not allowed to return to their work space or leave the building until authorized by ESS management.
- Employees may not enter or remain in any areas with windows (offices, cafeterias, hallways, etc.) during weather-related emergencies.

Security

Building Access

To ensure the safety and security of our employees and the protection of company assets, access to buildings is restricted to authorized entrances. At certain locations, access may be further restricted during off-shifts or non-regular business hours.

Use of I.D. Badges and Access Cards

Identification badges and/or access cards are issued to employees upon hire, to visitors, and to Contractors upon approval to enter work areas and buildings.

- While on company property, employees, visitors, and Contractors are required to wear their assigned badge in a manner that is visible at all times.
- Fraudulent use of badges or cards will be considered an act of misconduct.
- Access cards should be used to scan only the person to whom they're assigned into the building. Each employee must scan his/her own card to enter the building. Other employees or visitors should not be allowed to enter with an employee that has scanned for entry.

Lost/Damaged I.D. Badges and Access Cards

Each person is responsible for the care of I.D. cards and access cards that are issued to him/her.

- Worn or damaged cards/badges may be presented to security for replacement at no cost to the employee.
- Lost badges/cards should be reported immediately to Security. Replacement of lost cards will be made at minimal cost to the Contractor.

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Visitors/Vendors Access

Every Fellowes location will have visitors (including Contractor employees) present a valid picture ID and sign in. The visitor will be announced and issued a proper ID. badge. Visitors/Vendors must be escorted throughout the building (*at all times*) and are not allowed in areas protected by trade secret status, development, or where prototypes are displayed or stored without permission from the department manager. Contract employees may only enter the facility through Security or a pre-designated entrance.

Removing Company Property, Tools and Equipment from the Building

- No Fellowes property including, but not limited to, tools and equipment is to be removed from the building without proper written authorization. Any Fellowes property removed from the building for purposes other than performance of a Fellowes related job function should be pre-approved by the department manager.
- Department managers must authorize removal of equipment.
 - The authorization should indicate specific equipment, **employee's** name and department, length of intended removal, and the reason for the removal.
 - The written authorization should be given to the security officer prior to exiting the building.

Privacy/Surveillance

- To the extent permitted by applicable law, the company may monitor its' facilities and business systems. Depending on the circumstances, inspections of items such as lockers; equipment; tool boxes; vehicles; bags or purses may occur.
- Acts of theft, sabotage, fraud, or any gross misconduct will be investigated and prosecuted to the fullest extent of the law.

Once Work Is Completed

Contractors are required to remove all chemicals and chemical containers from Fellowes upon completion of project, and are responsible for ensuring that all chemicals are disposed of in a manner that is safe for the environment and meets regulatory requirements.

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CONTRACTOR PRE-START REVIEW Contract Employees

√	N/A	Topic Reviewed
		Electrical Safety <ul style="list-style-type: none"> • Arc flash√ • Lockout/Tagout • PPE
		Emergency Action Plan <ul style="list-style-type: none"> • Emergency evacuation • Emergency shelter • Exterior assembly & accountability
		Emergency Response <ul style="list-style-type: none"> • <u>All emergencies – Call Security at ext 4911</u> • Bloodborne Pathogens • First Aid
		<ul style="list-style-type: none"> • Injury/illness notification • Medical procedures
		Environmental <ul style="list-style-type: none"> • Chemical approval, labelling, usage, & disposal • Hazard Communication • SDS
		Machine Guarding
		Permit Requirements <ul style="list-style-type: none"> • Confined space • Hot work
		Personal Protective Equipment (PPE) <ul style="list-style-type: none"> • Eyewear • Gloves
		<ul style="list-style-type: none"> • Hearing protection • Safety shoes
		Powered Industrial Vehicles (lift trucks, scissor lifts, golf carts, pallet jacks, etc...) <ul style="list-style-type: none"> • Licensing requirements • Safety rules
		Regulatory Compliance (EPA, NEC, NFPA, OSHA, etc.)
		Safety Rules <ul style="list-style-type: none"> • General • Department specific
		Security <ul style="list-style-type: none"> • Access control • General service questions call Ext 8578
		<ul style="list-style-type: none"> • ID badge display • Parking
		Smoke-Free Environment
		Substance Abuse <ul style="list-style-type: none"> • Alcohol • Illegal drugs • Medications (includes over-the-counter) which may impair ability to safely perform work tasks or operate equipment
		Walking/Working Surfaces <ul style="list-style-type: none"> • Elevated work • Fall protection • Roof work
		Workplace Violence
		Zero Tolerance

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OUTSIDE CONTRACTOR ACKNOWLEDGMENT

***Required for Vendor Setup**

I, _____, acting as a representative for _____,
(Print Name) (Company Name)

confirm that all Environmental, Safety, and Security (ESS) policies and procedures, have been reviewed with all employees, representatives, and subcontractors whom we have assigned to perform work on Fellowes property, and that we commit to ensuring and enforcing compliance with all said policies and procedures. We further understand that failure to satisfy any Fellowes ESS requirements as they have been outlined may result in the separation from the project of any person who has violated this policy or in the termination of the project upon discovery of said violations.

The undersigned verifies that all components of the program outlined throughout this document have been and will continue to be met.

The undersigned certifies that all checked items have been reviewed; employees have been given an opportunity to ask questions; all questions have been answered prior to the start of Contractor work on Fellowes property; and that violation of any Fellowes environmental, safety, or security policies or these policies and procedures may result in the suspension or termination of the project.

_____ Contractor Company Name	_____ Contractor Representative Signature	_____ Date
_____ Fellowes Project Manager Signature	_____ Department	_____ Date
_____ *Signature of Fellowes Corporate ESS Manager	_____	_____ Date
_____	_____	_____

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LANGUAGE	DOCUMENT
Ensure that all new machinery delivered is equipped with OSHA/ANSI compliant guarding or that it will be installed prior to release to Fellowes for operation.	Capital Equipment Agreement
Provide supervisors and employees who are competent and adequately trained in all environmental, safety and security aspects of the work involved in the contract.	Legal –Indemnification section