



Horton, Inc. Contractor Policy

Dear Contractor:

This document must be completed each calendar year by contractors providing on-site services for Horton.

We at Horton want to ensure that our work environment is safe; not only for our employees, but also any contractors who may be providing a service for us. As you prepare to perform work on our premises, we want to ensure that your employees and ours interact in a safe, effective, and respectful manner. Please inform us about any relevant policies and procedures you have in place. We expect your employees to comply with our safety, sexual harassment, and other relevant policies and procedures. Additionally, Horton and its contractors all have a part in meeting our Environmental Management System (EMS) and Quality Management System (QMS) objectives which are aimed at carrying out the Horton Environmental and Quality Policies (below). Our relevant policies and expectations are summarized below and are expected to be carried out or contracts will be reviewed and may be removed from the property if contractor policy is not followed.

Visitors/Contractor Check-In/Check-Out

Horton requires all visitors and contractors to check in at the main office front desk and be escorted by their supervisor/contact person when necessary. To provide better protection for weekend maintenance contractors a sign-in is provided in the maintenance area. Please fill out the time in and out whenever you are in the building.

Eye/Hearing Protection/Safety Shoes

Horton requires that all employees, visitors and outside contractors wear eye protection when in the production areas of the plants or when in the test lab area.

Hearing Protection and Safety Shoe use is encouraged. If you do not have hearing protection, Horton will gladly provide it for you. Horton requires all employees involved in production to wear safety shoes and recommends safety shoes for any contractor in the production or lab areas.

Lockout Tagout

Whenever outside servicing personnel are to be engaged in activities within our facility, Horton and the outside contractor shall inform each other of their respective lockout/tagout procedures, and adhere to them.

Horton shall ensure that their personnel comply with the restrictions and prohibitions of the outside contractor's energy control procedures. If the outside contractor has no policy, they will be required to follow Horton's established guidelines for lockout/tagout.

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Description of change: Eliminated plant specific items to make more universal, added Spill prevention/cleanup section and eliminated redundant checklist at end of document.



Hazard Communication Program

You must be trained by our Hazardous Waste Personnel for information regarding chemical hazards that may be encountered in the normal course of your work on premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used.

If you bring hazardous materials on-site, you must provide our Hazardous Communications Program Coordinator with the appropriate hazard information on these materials, including MSDS's, the labels used and precautionary measures to be taken in working with these materials. *Any unused hazardous materials must be removed by the contractor upon the completion of work.*

Spill Prevention and Clean-up

All spills (contained and uncontained) must be reported to the Facilities Manager or their representative.

Horton requires that all contractors follow the spill prevention control and countermeasure (SPCC) plan for the specific site. Contractors need to understand the requirements for disposing of all chemicals or potential environmental hazardous material.

Fire Evacuation

If the fire alarm sounds, evacuate the building through the nearest available exit or as directed by your Horton escort.

Weather Evacuation

When you hear the storm alarm sirens/lights or hear a page to take cover, report to shelter area as directed by your Horton escort. Wait in the shelter area until you are dismissed or further instructions are given.

Sexual Harassment/Professional Conduct and Performance

We require that the work environment be free from sexual harassment for our employees, customers, vendors, and contractors or sub-contractors. We all need to conduct ourselves in a professional manner in the workplace. Inappropriate behavior includes use of profanities, obscene or off color jokes, sexual innuendo, leers or stares, inappropriate touching, etc.



Confidentiality

We request that all information you are privileged to or encounter during your work at Horton be treated as confidential.

Tobacco Free Workplace

Horton prohibits smoking, or the use of tobacco in any of its facilities.

Accident Reporting

We want to ensure that if anyone is injured on our premises, we make any necessary repairs/modifications to prevent anyone else from being injured. Therefore, if any of your employees or subcontractors are injured on the job, please report the accident as soon as possible to the Facilities Manager at Horton.

Use of Horton Equipment

We would like to remind you that truck and delivery drivers are permitted to use hydraulic pallet jacks and electric walk behinds **only** to load or unload vehicles. Large powered industrial equipment is to be used by certified persons only (including permission from Horton and certification of an OSHA certified training course). Use of other Horton owned equipment by outside contractors is permissible only if pre-certified in the maintenance contract and the persons operating the equipment are trained. See additions for further information.

Fall Protection

Horton requires that all contractors follow OSHA Standard 1926.501 - Fall Protection when working in any of their facilities.

Environmental and Quality Programs

Horton requires that all contractors follow the Horton Environmental and Quality Policy and programs. Based on scope of work being performed, the appropriate significant environmental aspects and impacts and/or Quality objectives will be reviewed with the contractor(s).



ENVIRONMENTAL POLICY

Ensure compliance with legal and other requirements. Continually improve our processes, prevent pollution and protect our natural resources.

QUALITY POLICY

Continuous quality improvement to satisfy customer expectations.

Thank You for cooperating in our efforts to maximize Safety and Environmental responsibility in the work place.

