

Contractor / Vendor Guide

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This procedure is used by Romark Management Team for the purpose of making Contractors / Vendors aware of Romark’s policies and procedures to follow while on site.

Date Reviewed:
Date Revised:
Document Author: Facility Manager
Authorized Manager: Sr. Facilities Management

STEP	DESCRIPTION
1	<p><u>Introduction:</u></p> <p>This Agreement has been drafted and published to help prevent accidents and personal injuries. It is not intended to be all inclusive, but rather a guide for the contractor. It is the responsibility of the contractor's management personnel to enforce these and all other safety rules and good safety practices. The contractor shall provide the necessary safety equipment and perform the required services in such a manner as to eliminate the cause of personal injuries and accidents. All Romark Logistics safety Rules must be obeyed when working on any Romark Logistics, occupied and/or controlled premises.</p>
2	<p><u>Safe Driving and Parking</u></p> <p>You are expected to exercise cautious judgment and follow safe driving habits while operating motor vehicles on Romark Logistics property. The speed limit on all Romark property is ten (10) MPH with flashers on. The guard service monitors compliance; violators will be reported to management. Parking is allowed in authorized areas only. Romark is not responsible for the security of vehicles or contents while parked on Romark Logistics property.</p>
3	<p><u>Appropriate Attire</u></p> <p>The dress and attire of Contractor /Vendor must be consistent with the assignment, i.e. no shorts, shirts that expose back or abdomen, open toe or open heel shoes, no inappropriate T-shirts or other items with potentially offensive statements or pictures. You will be asked to leave the premises without the appropriate equipment, or proper attire.</p> <ol style="list-style-type: none"> 1 A regular work boot or substantial sneaker (no canvas) is considered to be part of your regular work attire. (i.e. no slippers, sandals, open toe heel etc.)

	<p>2 Safety Glasses are required while operating equipment in the warehouse.</p> <p>3 Safety vests are required while working in the warehouse and working in the parking lot.</p> <p>4 Note: Reference the “GMP-Good Manufacture Practices” SOP for a full listing. Available upon request.</p>
<p>4</p>	<p><u>Safety</u></p> <p>Safety in the workplace is vital and important to yourself, your employer and to Romark Logistics. Failure to follow established safety practices could lead to a serious accident or injury to yourself or others. Violations of safety policy will not be tolerated.</p> <p>It is a requirement that you are aware of and follow common sense safety precautions protecting both you and your fellow workers from harm and increasing your effectiveness on the job. The following list covers some precautions you are required to take when performing your work:</p> <ul style="list-style-type: none"> ➤ Always wear the required safety apparel required for the area you are entering and for the work being performed including high visibility vests, fall protection on all types of lifts, and goggles/safety glasses. ➤ MHE Forklift Certification is required to operate. ➤ Report all near misses, accidents, incidents, or damage to Romark Management immediately. ➤ Never remove, disable, or tamper with safety guards or devices from machinery or equipment. ➤ Report unsafe conditions or defective equipment to your Romark Management immediately. ➤ When you are moving a load which obstructs your view, travel in reverse. ➤ Do not engage in horseplay. ➤ Never use equipment which you are not trained, certified, and authorized to use. ➤ Keep passageways to fire extinguishers, aisles, and doorways clear. ➤ Know where all fire extinguishers are located. ➤ Keep areas clean and free of clutter. ➤ Use equipment only for its intended purpose. ➤ Store flammable and hazardous waste materials in proper containers or cabinets. ➤ Do not ride outside of vehicles. Do not lift or hoist anyone with unapproved methods or equipment. ➤ Comply with all vehicle traffic laws. ➤ Turn off equipment when not in use. ➤ Note the location of first aid kits. ➤ Use sound judgment in all activities. ➤ Use LOTO procedures. ➤ Maintain a safety radius around working area using cones and/or spotters. <p>When Fire Alarm / Evacuation Occurs:</p> <ol style="list-style-type: none"> 1. Immediately stop what you’re doing and secure your work area; your safety is the number one priority. 2. Proceed to the nearest egress point and evacuate the building calmly and orderly; assist others if needed. 3. Report to the nearest designated Evacuation Assembly Area; do not leave site unless directed to do so. 4. Remain at the Evacuation Assembly Area until instructed to re-enter; note that audible

	<p>alarms may stop before the “All Clear” is authorized.</p> <p>The list of precautions above is not meant to be all inclusive or exhaustive. It is intended only to highlight some of the practices that must be followed. Romark encourages all questions and suggestions concerning safety, as well as best practices you may have seen that will improve our operation. Questions on any safety rule, procedure, device, or other safety concerns should be communicated to your supervisor and Romark Management immediately.</p>
<p>5</p>	<p><u>Good Housekeeping</u></p> <p>Appearances are important. Customers judge us by what they see. Good housekeeping means neatness in our workplace and doing our work in an orderly manner. <u>Any product that falls on the floor is considered contaminated and must be discarded.</u> Good housekeeping makes your job easier and helps you to be more efficient. We want Romark Logistics to always look its best.</p> <p>All contractors must regularly clean up as they work on the property as messes cannot be walked away from at any time. Regular cleaning as you work is required as well as a complete cleaning of the area upon completion. This includes dusting, sweeping, mopping, wiping etc. All Contractors must remove combustible materials & other debris from the plant property at the end of each working day. When it is necessary to leave a job before completion, all materials, rigging, boards, loose nails, and other debris must be carefully removed from the floor. There shall not be materials or equipment left overhead or on the roof unless secured in place. Adequate barricades and warnings must be erected at all openings, excavations, and obstructions. If a crane is being used, the boom must be lowered to the ground prior to leaving the job.</p>
<p>6</p>	<p><u>Tobacco Use</u></p> <p>Smoking, chewing tobacco, or dipping snuff in the warehouse is prohibited. Romark Logistics is designated as a non-smoking facility, tobacco products are not allowed in the warehouse or Co-Pack areas. Tobacco products may be kept in your car for use at lunch or breaks, in the designated smoking areas. Please use butt receptacles for cigarettes only. The trashcans are provided for the disposal of trash ONLY.</p>
<p>7</p>	<p><u>Eating and Drinking</u></p> <p>Eating and drinking (non-alcoholic) is permitted in designated break areas only. The break room and picnic tables are made available. Open food or beverage containers are not allowed in the warehouse.</p>
<p>8</p>	<p><u>Break Rooms</u></p> <p>Romark provides microwaves and refrigerators in the break rooms for your use. Please keep them clean. All food must be removed from the refrigerator by Friday afternoon, or the food and containers will be discarded. It is not the duty of the sanitation department to remove trash from the tables. It is our job to maintain the cleanliness of the break rooms. Our vending machines are on rollers and are top heavy. Do not rock the machines. Rocking a vending machine could cause it to fall and injure yourself or someone else.</p>

9	<p><u>Restrooms</u> We must all share the restroom facilities, and we expect everyone to leave them in good order. Wash your hands with soap and/ or hand sanitizer before returning to work.</p>
10	<p><u>Romark and Customer Property</u> Damage maliciously inflicted to customer product (i.e. food or candy items), machinery, equipment, buildings, or other company property will not be tolerated. Removing any property from the premises without authorization is strictly prohibited; violators will be prosecuted to the fullest extent of the law.</p>
11	<p><u>Personal Property</u> Romark Logistics is not responsible for and does not insure tools or other personal belongings of Contractor / Vendor against fire damage, theft, or other losses. All Contractor / Vendor are expected to respect and care for each other's tools and belongings while assuming responsibility for the care and maintenance of their own tools and belongings.</p>
12	<p><u>Searches</u> All vendor / Contractors on any Romark work site or in any Romark owned vehicle, items in their possession or under their control are <u>subject to being inspected and searched</u>. At the discretion of Romark, if there is reasonable suspicion or a random search audit, if a vendor / Contractor have in their possession, stolen property (property taken without authorization or permission) weapons; contraband; drugs or alcohol. Romark Logistics will call the police for assistance in any unlawful prosecutable infraction. All infractions will be met with immediate removal of the Contractor / Vendor from the site.</p>
11	<p><u>Lockers/Site Boxes</u> If a "site box" is used and placed on Romark property it must be made accessible to Romark at any time, upon request. Food or drinks in your locker is not allowed, such items must be stored in the break room.</p>
14	<p><u>Photographic Equipment</u> Visitors are prohibited from carrying personal photographic equipment in the warehouse, <i>including cell phones with photographic capability</i>. No photographs are to be taken anywhere on Romark Logistics property without prior approval and authorization from Romark Management.</p>
15	<p><u>Cellular Phones & Electronic Listening Devices</u> Personal cameras, cellular phones, I-Pods, MP3 players, and headphones should be used outside of the storage area.</p>
16	<p><u>Weapons</u> Weapons (i.e. Rifle shotguns, handguns knife in excess of three inches, martial art apparatuses) are prohibited anywhere on Romark property. Individuals with a license to carry concealed weapons are <u>not permitted to carry</u> or possess a weapon on Romark property.</p>

17	<p><u>Fighting and Horseplay</u> Foul language, fighting, interference with others through "horseplay" and other similar conduct is strictly prohibited and will not be tolerated.</p>
18	<p><u>Harassment Prohibited</u> Romark Logistics is committed to providing a work environment free from all forms of discrimination and harassment, including sexual harassment in the workplace. Harassment can take the form of epithets, jokes and insults or other forms of mistreatment and will not be tolerated.</p>
19	<p><u>Solicitations</u> You may not orally solicit others to join, associate with, contribute to, or support any cause, organization, charity, or program, nor distribute any written, printed, or otherwise reproduced materials to other persons on Romark property.</p>
20	<p><u>Hot Work</u></p> <p>All welding and cutting are prohibited unless the following guidelines are followed:</p> <ol style="list-style-type: none"> 1. The Facilities Manager, Maintenance Coordinator, Or Supervisor must grant approval. 2. A Hot Work Permit must be issued from the Facility Manager, Maintenance Coordinator/Supervisor prior to any hot work. 3. The Facility Manager, Maintenance Coordinator, Or Supervisor is to be made aware of all locations where welding or cutting is to be completed. 4. A fire watch MUST be provided and posted for all welding completed by the contractor in the facility.
21	<p><u>Underground Service Hazards</u></p> <p>Before starting any excavation, the Romark Logistics Facility Department must approve driving of objects into the ground or through floors, or the hauling or dumping of heavy loads, to ensure that no underground service such as power cables, sewer, or fire lines, etc., are in the area. Hand excavation must be used to locate underground service in the area before proceeding with mechanical means.</p> <p>Written clearance must be obtained from the Facility Department before shutting off any utility or service.</p>

	<p>Written permission from the Romark Logistics Facility Department must be obtained in writing before shutting off or placing out-of-service any fire protective device or service.</p>
22	<p><u>Romark Logistics Property</u></p> <p>Contractor personnel are not authorized to move any Romark Logistics equipment (e.g., machinery, scissor lifts, bucket-lifts, tractors, trailers, fork trucks, etc.). Only the Romark Logistics Facility Manager, or his authorized representative, has the authority to have such equipment moved.</p> <p>Trucks or other vehicles being operated on Romark Logistics occupied and/or controlled premises must always be operated safely, follow all posted speed limits, and stored in authorized places as directed by the Romark Logistics Facility Manager, Service Coordinator, or Supervisor.</p> <p>Romark Logistics reserves the right to inspect all equipment used by the contractor or any of its subcontractors, and to prohibit the use of any equipment judged to be unsafe.</p> <p>Romark Logistics reserves the right to stop any job and/or service being performed in a manner deemed unsafe by the Safety Department, Facility Manager, Maintenance Coordinator, or Supervisor.</p>
23	<p><u>Accidents and Injuries</u></p> <p>The treatment of injuries sustained by the contractor's employees shall be the responsibility of the contractor.</p> <p>Subsequent medical treatment is the responsibility of the contractor. Contractors must provide first aid supplies for their employees. Contractors must be familiar with procedures for obtaining medical assistance.</p> <p>All OSHA recordable injuries sustained on Romark Logistics premises must be reported, in writing, to the Facility Manager, Supervisor, and/or Environmental Health and Safety manager.</p>
24	<p><u>Environmental Waste Management</u></p> <p>The contractor is responsible for the proper removal of all waste or hazardous material used, generated, or produced as a result of the contractor's activities while on Romark Logistics occupied and/or controlled premises. Unless otherwise agreed upon.</p>
25	<p><u>Security</u></p> <p>All outside contractor employees will be required to submit to any security provisions in place for any Romark Logistics employee under the same circumstances.</p>
26	<p><u>Hazardous Communication</u></p>

	<p>The contractor shall provide Romark Logistics with copies of Safety Data Sheets (SDS) for any products used on site.</p> <p>The contractor shall always have copies of the Safety Data Sheets available.</p>
	End Procedure

Change Log			
Change No.	Date Approved	Summary of Changes	Signoff

***Facilities And Sustainability
Contractor – Vendor Quick reference and sign off***

ATTENTION ALL CONTRACTORS

All contractors working in Romark Logistics must adhere to the above ruLes, regulations, and guidelines:

*It is the responsibility of the contractor to ensure that you and your employees adhere to all policies and procedures established by Romark Logistics as listed in the **Romark Logistics Vendor Guide**.*

*Contractors are required to adhere to all **OSHA** regulations including but not limited to: Hazard Communication, Lock-out Tag-out, Confined Spaces, Fire Protection Impairments, Emergency Response, Personal Protective Equipment, Flammable Liquids and Hazardous Waste.*

By signing below, all contractors and sub-contractors working on Romark property agree to abide by the above listed guidelines and any specific instructions that are provided during the project.

Signature also indicates that the company providing the contract work has been notified that failure to abide by these regulations could result in dismissal from the work site and potential elimination from the awarded contract.

Contractor/Vendor

Print

Sign

Date

This document shall be kept on file and serve as the contractor's notice of understanding and agreement to abide by the above throughout the term of a designated project.