

Visitor Policy

To assure the safety and security of Meritec employees, its visitors, and its property and to ensure that only authorized personnel have access to Meritec facilities, the following policies have been adopted.

Access to all OAE/Meritec buildings is restricted to current employees only with limited exceptions.

- Access to production facilities is allowed for current employees only. Access to production facilities is prohibited to anyone that is not a current Meritec/OAE/Joy Signal/Qnnect employee. This restriction to production facilities applies to former employees, spouses, children and relatives, couriers, and delivery drivers.
- Visitors to all OAE/Meritec properties are required to remain in unrestricted areas only. Unrestricted areas include reception areas, lobbies, and assigned conference rooms.
- All visitors are required to sign in at AE Building (1382 W. Jackson Street). The appropriate host/hosts will be contacted and is expected to escort the visitor throughout the duration of their visit.
- All visitors are required to obtain a Visitor badge that must be clearly visible during their visit.
- All visitors are required to wait at the designated registry area until they are greeted by an authorized current employee.
- Visitors are required to sign out at the end of their visit at the AE Building (1382 W. Jackson Street).
- Current employees are responsible for ensuring that approved visitors sign-in, sign-out, and follow company code of conduct and safety rules during their visit.
- Individuals entering Meritec grounds for the purpose of picking up or dropping off employees will not be allowed inside the buildings unless they have been provided an appropriate Visitor's badge.

Employees wishing to host a visitor are expected to communicate this policy to the visitor in advance of the visit, whenever possible.

Note:

- Delivery personnel (i.e., UPS, Federal Express, etc.) will be permitted to make their deliveries to unrestricted areas without a badge or pass, provided they do not go outside normal areas of pickup or delivery.
- The Meritec Compliance Department has adopted a specific Contractors Policy. Employees with approval to hire contractors or subcontractors are expected to comply with the Contractors Policy found in the Meritec Safety Manual.



A Qnnect Company

Contractor Policy

A safe workplace for Meritec employees is also a safe environment for contractors, vendors, and visitors. We expect our employees to accept the responsibility of their own safety and to comply with all Meritec policies and OSHA regulations. We also expect nothing less from those visiting or performing work at the facility.

- Contractors are expected to comply with the Visitor Policy.
- This policy applies to all contractors and subcontractors who perform work or provide "hands-on" services on all Meritec premises and properties. This "hands-on" work or service includes but is not limited to; all technical services providers, such as chemical, equipment, or process control vendors or consultants; construction contractors; contractors who perform electrical or mechanical maintenance work, etc.
- All contractors must have a safety program and adhere to all OSHA requirements while on site.
- The Maintenance Department will ensure the contractor that any supplied labor is fully qualified and meets the latest regulated standards.
- On-Site Contractors will adhere to all Meritec's health and safety rules and polices while working on site.
- If work is to be completed during nights or weekends, then communication by maintenance is needed to all supervisors of who and where the work is being performed.
- The security and safety of the people and Meritec property on Meritec's premises is of utmost importance. Contractors are expected to follow all site security requirements, including badge entry policies, Weapons prohibitions, Code of Conduct, Drugs and Alcohol Policy and Restricted area policy.
- Contractors and subcontractors must maintain, and have available for inspection, any required licenses, certifications, or permits for the tasks they are completing.
- Contractor needs to carry general liability and workers' compensation insurance and have licenses as applicable.
- Delivery personnel are not considered Contractors under this policy.

By my signature, I acknowledge that I have read and understand to the policies and procedures of the Contractor Policy as defined above.

Company: _____

Printed Name: _____

Contractor Signature: _____ Date: _____

Meritec Employee Printed Name: _____

Meritec Employee Signature: _____ Date: _____