



I-04 SAFETY, ENVIRONMENTAL, AND SECURITY REQUIREMENTS

Purpose

To provide a healthy and safe environment for ADVICS North American Operations personnel and the communities in which we operate, ADVICS strictly enforces local and federal governing requirements and regulations on all our sites. This is only possible if suppliers follow basic guidelines established by ADVICS North America when visiting or supplying material, parts, components, or labor to an ADVICS facility.

Supplier Responsibilities

General Requirements

1. Suppliers must follow all safety requirements presented to them by each ADVICS North American Operation.
2. It is the supplier’s responsibility to contact the ADVICS North American Plant prior to visiting to ensure that their personnel come equipped with the appropriate safety equipment and information including safety glasses and steel-toed shoes.
3. In certain circumstances, the supplier may be required to bring proof of insurance and worker’s compensation documentation, or confirm the applicable information is on file at the ADVICS facility, prior to arriving (ex. to do rework).
4. Visiting personnel may not tour the manufacturing facilities unless accompanied by ADVICS personnel for safety reasons.
5. In case of an evacuation, visitors should follow the evacuation route of team members in the area. After exiting from the building, the visitor needs to check in with their ADVICS host team member. Each visitor is a part of our total head count to ensure the safety of all ADVICS employees and visitors.
6. Suppliers may not have chemicals on site unless they have obtained prior written approval by the ADVICS Safety/Environmental responsible department/persons.
7. New or potential suppliers may be required to complete a confidentiality agreement prior to visiting any ADVICS facility depending on the nature of the visit. Current mass production OE suppliers operate in accordance to ADVICS Terms and Conditions of Purchase which include provisions for treatment of confidential information. If current OE supplier, the confidentiality terms are already in place and a separate agreement is not required. Please make sure your employees understand the nature of our agreement and protect ADVICS proprietary information.

ADVICS Responsibilities

General Requirement

1. Ensure the safety of our members and guests by establishing safe and secure environments.
2. In the event of an emergency, the ADVICS “host” will account for all of his/her visitors and report accordingly.

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