VISITOR ORIENTATION (ESCORTED)

As an Employee-Owned Company, Worzalla Associates take pride in keeping our workplace free of dangerous obstacles and other hazards and to assure a safe environment for associates and guests alike.

NOTE: *For purposes of this form, a "**visitor**" may be any person calling on Worzalla not involving hands-on service to equipment or facilities and being escorted at all times within any Worzalla facility.*

*Worzalla shall be known as **"WPC"** throughout this document.*

Sign In/Out and Obtain "Visitor Name Badge":

When you arrive at WPC, you will be asked to sign in and obtain a visitor name badge. There are Sign In/Out Binders and name badges located in the front lobby (Door #1), at the Receiving Office (Door #5), at the Security Office (Door #6), and at the Shipping Office (Door #9). When leaving, please turn in your name badge and sign out. Signing in and out allows us to know who is in the building at any given time in the event of an emergency. The name badge allows everyone to easily recognize our visitors and assist them when necessary.

General Safety Provisions/Requirements:

1. No open-toed or open-heeled shoes are permitted in plant areas (i.e. warehouses, Bindery, Traffic, Maintenance, Press, and Prep areas). The facility is 310,000 square feet and you may be on your feet during the majority of your visit so wear comfortable shoes.

2. Tie back long hair (beyond shoulder-length) when around equipment in plant areas.

3. Tuck in shirt tails, ties and scarves when around equipment in plant areas.

4. Tuck in or remove jewelry such as necklaces, long earrings, bracelets, rings and watches when around equipment in plant areas.

5. Use proper personal protective equipment (PPE) when required, as indicated by signs posted throughout plant areas (hearing protection, gloves, safety glasses, etc.). WPC will provide PPE when necessary or when requested.

6. Minimum age for visitors in the manufacturing area is 18 years old. Requests for visitors under the age of 18 are reviewed on a case by case basis.

7. While in the plant or office area, if you need to contact someone within the facility, you may use any telephone to dial the *Receptionist* – just pick up and dial "0".

8. There is a no use tobacco policy while on WPC's property (this includes within vehicles).

Tornado/Severe Weather or Fire Evacuation:

In the event of a tornado watch or warning, an announcement will be made on our P.A. System indicating whether cover should be taken at that time. Immediately proceed with your WPC contact to the nearest shelter. Department Supervisors are trained to take a "head count," so please report to that person so they know who you are and that you are safe.

In the event of a fire drill or actual fire, an alarm will sound. Immediately proceed with your WPC contact to the nearest exit door. Again, Department Supervisors are trained to take a "head count," so report to that person so they know who you are and that you are safe.

WPC's Environmental Management System (EMS):

WPC is certified under ISO14001:2004 and through our EMS, we have developed and shall communicate our Environmental Policy, Significant Environmental Aspects, Objectives and Targets for the current calendar year. This information is conveyed to all **"visitors"** through the EMS Fact Sheets posted throughout the WPC facility and is available on our website at www.worzalla.com on the Green Practices Page, which is located under Green Worzalla.

If you have any questions or concerns about the information provided, or if we missed something, please ask your WPC contact. We want to make your visit a safe and pleasant one!

Please sign and date below as an acknowledgement that you have read the information provided and that you have obtained a copy for yourself, if requested. Leave the signed copy with the Receptionist, or your WPC contact. Thank you.

_____	_____
(Visitor signature)	(Visitor printed name)
_____	_____
(Date)	(Business name, if applicable)
_____	_____
Worzalla Associate providing information	Clock #